



Example of AP Associate Job Description

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Our company is growing rapidly and is hiring for an AP associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for AP associate

- Process invoice adjustments as needed and within established guidelines
- Obtain vendor invoices for payment approval and account coding
- Submit vendor invoices to corporate for payment
- Investigate and resolve vendor queries
- Balances accounts payable and accounts receivable records
- Uses office automated systems to input data, generate reports
- Specialized research projects
- Customer service, responding to inquiries
- Work with other functional groups within SSC and also NAM Finance to resolve issues related to the accuracy and timeliness of payments
- High volume of invoices

Qualifications for AP associate

- At least 2 years experience in GL/AP/AR Accounting
- Negotiation and relationship management experience is required
- Candidate must be highly skilled at collaboration and comfortable working in a matrix organization
- Full-time, hourly position with a minimum of 40 hrs/week required
- Normal sitting and standing in an office environment
- Heavy computer use including typing and reading the screen