Example of AP Representative Job Description

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Our company is looking for an AP representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for AP representative

- Develop and maintain positive working relationships with department, Project Managers, and internal/external clients
- Ensure proper documentation of all business processes by sorting and/or classifying information according to enterprise record retention guidelines
- Perform general office activities and complete special projects as assigned
- Work closely with IT on problem recognition, resolution, enhancement, testing, and data verification
- Process general invoices in compliance with company policies and procedures
- Audit and process employee expense reports for payment in compliance with the company's current Employee Travel and Expense Reimbursement Policy
- Prepare, process, and distribute invoice and employee expense report payments on a recurring schedule and/or as requested
- Maintain applicable accounts payable files in adherence with the company's policies and procedures, and in compliance with IRS statutes
- Serve as the primary point of contact for customers and/or vendors
- Prepare reports on a recurring schedule, and/or as requested

Qualifications for AP representative

- Knowledge of using imaging software preferred
- Bachelor's degree in Business strongly preferred
- Three to five (3-5) years of professional work experience in the accounting

- Experience using general office equipment and computer programs
- Deadline driven and customer-service oriented