



# Example of Payroll / Accounts Payable Job Description

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Our company is growing rapidly and is looking for a payroll / accounts payable. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for payroll / accounts payable

- Supervising day-to-day operations of the Payroll and Accounts Payable departments
- Manage 401K audit and other 401K accounting related matters
- Analyze, audit and resolve complex AP issues to ensure accurate and on time payments to vendors
- Review, approve, process and pay all invoices in a timely manner
- Audit vendor statements
- Set up vendors, requesting W9s as needed
- Responsible for issuing 1099s
- Conduct weekly check runs
- Run weekly A/P aging reports for CFO
- Process petty cash and employee reimbursements

## Qualifications for payroll / accounts payable

- Experience with enterprise financial systems including implementation and updating of system applications
- Experience with SAP, Coupa, Pro Business or ADP preferred
- Ability to manage multiple priorities with a focus on detail
- Strong accuracy in numbers coding
- Ability to type on computer and use 10 key calculator

