



# Example of Purchase Ledger Clerk Job Description

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Our innovative and growing company is hiring for a purchase ledger clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for purchase ledger clerk

- Generously discounted pet treatments and pet food
- Delivering Service Level Agreements with key internal/external stakeholders
- Managing email, telephone and postal contact, responding to queries in a timely manner
- Reconciliation of key supplier accounts
- Resolution of accounts in a Debit Balance
- Resolve invoice queries with suppliers
- Verification of new/amended supplier bank details
- Presenting issues or concerns to the Accounts Payable Supervisor
- Work with other team managers within the Finance Service Centre to provide support and cover as required
- Provide training and support for Maximo Users

## Qualifications for purchase ledger clerk

- Create and maintain new supplier account requests through the SAS system
- Liaise with branch, commercial and head office functions to resolve queries relating to supplier account creation
- Open, prep and scan received documents
- Verification of documents on to OCR
- Create and maintain supplier information ensuring supplier details are recorded accurately on the purchase ledger system
- Process copy invoices onto the system, in line with department procedures