

# Accounts Payable Job Description template

## Accounts Payable Job Description Template/Brief

We are seeking a detail-oriented Accounts Payable Clerk to join our finance team. The role involves managing and processing invoices, payments, and financial records. The ideal candidate should have strong organizational skills and experience with accounting software.

## Accounts Payable Job Profile

As an Accounts Payable Clerk, you will handle the company's bills and invoices, ensuring they are processed and paid promptly. You'll need to maintain accurate financial records and communicate with vendors regarding payments. This role requires attention to detail and the ability to work with numbers efficiently.

## Reports To

The Accounts Payable Clerk reports to the Accounts Payable Manager or Finance Manager.

## Accounts Payable Responsibilities

- Process and verify invoices and ensure timely payments.
- Maintain accurate and organized financial records and documentation.
- Communicate with vendors and resolve payment discrepancies.
- Reconcile statements and identify any errors or issues.
- Assist with month-end closing activities.
- Prepare weekly and monthly financial reports.
- Support audits by providing necessary documents and explanations.
- Collaborate with other finance team members to improve processes.

## Accounts Payable Requirements & Skills

- Experience in accounts payable or a related finance role.
- Proficiency in accounting software and Microsoft Excel.
- Strong attention to detail and accuracy in data entry.
- Good organizational and time management skills.
- Ability to handle confidential financial information.
- Basic understanding of accounting principles.
- Excellent communication and interpersonal skills.