

This Accounts Payable Clerk job description template includes key Accounts Payable Clerk duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for a skilled accounts payable clerk to be responsible for processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient and timely manner.

Responsibilities:

- Processing accounts and incoming payments in compliance with financial policies and procedures
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data
- Preparing bills, invoices and bank deposits
- Process accounts and incoming payments in compliance with financial policies and procedures
- Prepare bills, invoices and bank deposits
- Reconcile the [accounts receivable](#) ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies by and resolve clients' billing issues
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate financial statements and reports detailing accounts receivable status

Requirements:

- Proven working experience as accounts payable clerk (or accounts receivable clerk)
- Solid understanding of basic bookkeeping and accounting payable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets and proprietary software

- Proficiency in English and in MS Office
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail
- BS degree in Finance, Accounting or Business Administration