

Accounts Payable Associate Job Description

- Work on received mails and route invoices for validation
- Ensure coding and entering of invoices after the necessary approvals have been acquired
- Validate invoices for payment and prints out checks
- Gather checks and invoices together for endorsement
- Render assistance with the use of phone setups and utilities for periodic sales
- Help with processing operations for reimbursement
- Ensure coding of items such as expenditure reports, invoices, vouchers and check requests
- Ensure accuracy of codes, while complying with set procedures to guarantee appropriate entry into the monetary system
- Examine and solve issues relating to purchase orders and processing of invoices
- Offer guidance and assistance to accountants on how to accomplish tasks
- Support the enhancement and handling of procedures and policies concerning general accounting tasks.