

Accounts Payable Assistant Job Description

- Handle accounting ledgers by validating and forwarding account operations
- Certify vendor accounts by harmonizing monthly statements and affiliated transactions
- Handle historical documents by filing records
- Allocate petty cash by documenting entry, validating all documentation
- Give account of sales taxes by estimating on paid invoices
- Safeguard organization's value by preserving confidential information
- Revise job knowledge by partaking in educational possibilities
- Achieve organization and accounting objectives by executing affiliated outcomes as required
- Fashion out new or preserve vendor records according to unit procedures and policies
- Process all forms of payment options
- Work on and print checks, as well as promptly acknowledge inquiries from administration and staff with regards to issues of invoicing and others.