JOB DESCRIPTION

| **TITLE** | ACCOUNTS PAYABLE (A/P) ADMINISTRATOR | | |
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| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The Accounts Payable (A/P) Administrator is responsible for processing and managing vendor payments, maintaining accurate financial records, and supporting [Organization Name]’s accounts payable operations. This role ensures compliance with company policies and facilitates efficient financial processes.

The ideal candidate is detail-oriented, organized, and capable of managing multiple tasks in a warehouse environment.

**Duties and Responsibilities**

Overall Responsibilities:

* Review and process branch invoices, including inventory, freight, inter-company transactions, and operating expenses.
* Code and enter vendor invoices, credit notes, and employee expense claims into the accounting system.
* Reconcile vendor statements and resolve account discrepancies promptly.
* Manage vendor records, including adding, maintaining, and retiring vendors in company databases.
* Process bi-weekly vendor payments, including cheques, EFTs, wires, and online payments.
* Maintain Excel spreadsheets for employee taxable benefits and allowances.
* Assist with month-end closing to ensure expenditures are captured and recorded in the proper period.
* Organize and file unpaid and paid vendor invoices.
* Support answering phones and assisting with administrative tasks as required.
* Perform additional duties as assigned by management.

**Qualifications**

* Post secondary education in Accounting, Finance, or Business Administration in progress or completed preferred.
* High school diploma or general education degree required.
* Minimum of X years of experience in accounts payable or a similar financial role..
* Proficiency in accounting software and advanced Microsoft Excel skills.
* Strong knowledge of financial processes, vendor management, and compliance standards.
* Familiarity with month-end closing procedures and audit preparation.

**Core Competencies**

* Analytical ability to identify issues and opportunities for improvement.
* High level of accuracy and attention to detail.
* Strong problem-solving and organizational skills.
* Professional communication and interpersonal abilities.
* Commitment to maintaining confidentiality and integrity in financial processes.

**Working Conditions**

* Work schedule is typically [insert schedule, e.g., 8 am to 5 pm Mondays through Fridays].
* Office environment with standard working hours.
* May require extended hours during month-end or peak financial periods.
* Consistent exposure to computer screens.