



Example of Supervisor, Accounts Payable Job Description

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Our company is growing rapidly and is hiring for a supervisor, accounts payable. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for supervisor, accounts payable

- Represent department in management meetings
- Act as a liaison with auditors and support SOX requests
- Run and review reports for internal operating units, including US, Puerto Rico and Joint Venture
- Lead a team of Accounts Payable Specialists to include individual processing tasks when a back-up is needed
- Review and approve journal entries and monthly balance sheet reconciliations
- Ensure best practice controls are implemented around AP process
- Documentation of desktop routines for functional processing
- Participating in the annual and interim internal and external audits
- Educating / training internal customers on the use of Concur
- Maintaining audit program to enforce policy compliance and report on noncompliance

Qualifications for supervisor, accounts payable

- Supervise subordinates to ensure smooth running of daily Accounts Payable operations and timely settlement in accordance with the payment terms
- Follow up with irregularities and resolve daily operational issues through liaison with internal business department and external vendors
- Monitor the daily/weekly cash flow of different APAC entities for operation

- Ownership of the accounts payable process to ensure full compliance with Group Policy
- Perform a key role on driving efficiency of the invoice processing and vendor payment process
- Assist with the financial closing (in relation to Payables & Treasury section) for the countries he/she supports, ensuring full compliance with IFRS