



# Example of Supervisor, Accounts Payable Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is searching for experienced candidates for the position of supervisor, accounts payable. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for supervisor, accounts payable

- Review processes for continuous improvement
- Manage and monitor invoices that are in flow of our workflow system
- Oversee the day-to-day activity of the Accounts Payable group
- Provide necessary supervision, guidance and mentoring to accounts payable staff
- Oversee the preparation of the year-end IRS Form 1099s for all non-incorporated payees for review by the Tax Department
- Ensure sensitive and confidential information is handled appropriately
- Maintain sufficient records to support expenses and payments to vendors
- Coordinate payment timetables through communication to functional business managers and accounts payable staff
- Review and approve new vendors in the accounts payable system
- Work with the Supplier Registration team for any questions regarding duplicate vendors and general vendor questions

## Qualifications for supervisor, accounts payable

- Supervises nonexempt exempt staff
- Prior experience in an imaging and workflow system is preferred
- Supervises specialists performing basic accounts payable activities
- Assist in annual external financial audit
- Learn the workflow controls and responsibilities within the Treasury group

