



## Example of Supervisor, Accounts Payable Job Description

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Our company is growing rapidly and is looking 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

- Serves as a resource for other payables staff who have questions regarding payables/expense report processing policies and procedures
- Develop, implement and maintains systems, procedures and policies, including accounts payable analysis to ensure adherence to company guideline
- Provide accounting assistance with month-end close procedures, respond to financial questions/concerns to meet business needs external financial audit reports and selections, and other special projects as needed
- Prepare various Month / Quarter / Year end schedules and provide information for Audit
- Provide service to customers by answering questions, providing information, making Referrals, and assuring appropriate follow-through and/or resolution
- Ensure each team member is meeting the minimum required quality and productivity targets
- Approves vouchers for payment, and checks that payment issuance is accomplished accurately and in a timely basis
- Ensures Sarbanes Oxley compliance and other audit requirements are fully carried out within all assigned areas in Accounts Payable
- Performs other duties as assigned by the Shared Service Center Accounts Payable Manager
- Give guidance and/or direct handling of escalated issues to resolution

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- Excellent written and oral skills to communicate with various levels of management
  - Diplomacy skills to deal effectively and professionally with obstacles that arise with outside vendors and with internal stakeholders
  - The ability to work efficiently in a team environment
  - Must have ERP AP system experience, 1099 filing experience
  - Ability to hear and speak to employees on the phone and in person
  - Previous Supervisor experience in Accounts Payable required, preferably in Shares Service environment