



Example of Supervisor, Accounts Payable Job Description

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Our innovative and growing company 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

- Evaluate processes and procedures to improve efficiency of subordinates and expedite workflow
- Ad hoc reporting and analysis requests as needed
- Manage maintenance of the Firm's AP system including vendor maintenance process
- Train external users (non-AP) on Accounts Payable & P-Card systems
- Field, investigate, and answer complex AP/expense report questions
- Training new hires on RTE (time and expense tracking) system
- Review Cash Discount disputes and communicate with supplier
- Review/Analyze metrics for the area aiding in metric development
- Conduct yearly performance appraisal of his/her employees in order to ensure employees' own development and alignment of company's and individual objectives
- Manages third party service providers (Xerox, TCS)

Qualifications for supervisor, accounts payable

- Proven ability to work effectively in a team environment and demonstrate ability to build relationships and partner with team members and cross functional team members
- Good understanding and strong work experience executing Accounts

- Must have demonstrated proficiency for all the responsibilities of Accounts Payable
- Knowledge of Microsoft Office Suite - Word and Outlook required
- ERP Systems Knowledge a must
- Bachelor's degree in Accounting or Finance or a related field preferred