



Example of Supervisor, Accounts Payable Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for a supervisor, accounts payable. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for supervisor, accounts payable

- Create and implement changes to work assignments, methods, or procedures to meet operational needs, including training and development
- Manage account payables monthly close process and ensure that all available payables are processed promptly
- Ensure general ledger coding on all invoices is completed in a timely and accurate manner
- Review daily activities of accounts payable staff and maintenance of supporting records
- Measure the status of invoice processing, adherence to PO terms, payment trends, late payments, returned payments and operational unit and vendor inquiries
- Manage accounting activities including accruals and general ledger reconciliations in accordance with accounting principle
- Supervises the Accounts Payable staff including daily communication with team and manager on workload, backlogs, open issues, and review workflow
- Assists management in the selection and hiring of AP related staff
- Conduct mid-year and annual performance reviews, including coaching for development
- Manages vendor relations, check disbursements, 1099 tax related processes for multiple legal entities

- Email/ Purchase order matching invoices with supplier/ imports from Electronic data entry standpoint
- Reconciliation that needs to be done between invoice and POs
- PDI Financial Suite experience preferred
- Concur system knowledge helpful
- Inquiry Ticketing system knowledge helpful
- Customer Service skills and knowledge