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# Example of Accounts Payable Manager Job Description

Our company is looking to fill the role of accounts payable manager. 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 accounts payable manager

* Oversee the management of financial data and procedures related to expenses generated by the Company, including processing of invoices, processing travel and entertainment expenses, processing credit card payments, and cutting of checks
* Analyze AP initiatives for adherence to industry standards and best practices and identify opportunities for process efficiencies and control enhancements
* Supervise a team of Accounts Payable processors and ensure they are following standard operating procedures
* Print and obtain signatures on all accounts payable checks
* File paid and unpaid invoices and statements
* Assist the Chief Financial Officer and Controller as necessary
* Complete Sales and Use Tax returns
* Preparation and execution of appraisals – ongoing review and ability to offer constructive feedback as required
* Review, support and sign off of work
* In charge of processing all invoices and employee expenses, and responsible for the full life cycle including query resolution and stakeholder management

## Qualifications for accounts payable manager

* International Accounts Payable (Shared Services) experience is preferred
* Experience with a large company with high volume of Accounts Payable
* Bachelor’s Degree required (Accounting/Finance preferred)
* JDE, AS400, and AP/GL experience a plus
* Results-oriented, process driven leader with deep accounts payable experience
* Proven experience building effective relationships and partnering with key stakeholders