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# Example of Accounts Payable Manager Job Description

Our company is growing rapidly and is hiring for an accounts payable manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts payable manager

* Follow up with vendors and internal departments on Accounts Payable issues
* Review Accounts Payable reports and checks registers on a daily basis
* Prepare quarterly & year-end expense accrual schedules for Hospital and affiliate companies including top-side
* Handle the monthly review and follow up of all outstanding (un-cashed) AP checks for Hospital and affiliate companies
* Oversees and leads a team of 7 employees in various activities including vendor setup, purchase order processing, invoice processing, payment disbursement, 1099 filings, VAT Tax filings, account reconciliations and employee expense reimbursement
* Selects and hires employees for the tasks mentioned above
* Providing problem and invoice resolution assistance to vendors and internal company personnel
* Being proactive and identifying areas in need of improvement and taking action to implement process improvements to increase overall department capacity
* Coordinating annual preparation and filing of IRS forms 1099 and 1042
* Reviewing and verifying W-9s for new vendor setup

## Qualifications for accounts payable manager

* Retail, apparel, restaurant, hospitality or consumer products industry experience a plus!
* Lead the AP team and the Company in change management associated with new processes
* Work closely with treasury department to monitor weekly cash flow and prioritize payables
* Supervise the processing of invoices in multiple currencies on a monthly basis
* Manage corporate credit card program and ensure proper use of corporate credit cards
* Evaluate and improve key area process flows and system controls