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# Example of Accounts Payable Supervisor Job Description

Our growing company is looking for an accounts payable supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounts payable supervisor

* Running Accounts Payable duties
* Meets with vendors, exchange personnel, other management personnel, addressing or complex accounts payable issues such as non-shipment or non-receipt of merchandise due to non-payment
* Responsible for all vendor correspondence
* Prepares run sheets for monthly accrual and purchase journal reports
* Works under the general supervision of the Accounts Payable Manager Retail & Services who makes assignments and is available for guidance and assistance
* Manage payables activities of staff including accruals, wires, pre-pays, and repayments
* Resolve vendor issues and maintain bank relationships
* Perform expense audits
* Set system constraints for processing checks
* Define, create, and analyze Account Payable reports

## Qualifications for accounts payable supervisor

* Bachelor’s degree is required in a business related concentration or equivalent education and experience
* Minimum of 10 years supervisory experience (or 3-4 years AP Supervisory experience) in an automated environment required
* Prior three to five years accounts payable experience
* Interview, hire, train and motivate employees
* Conduct employee reviews and salary adjustments
* Recommend disciplinary action when necessary