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# Example of Accounts Payable Supervisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of accounts payable supervisor. 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 supervisor

* Supervise a team of specialists who process accounts payable for a portfolio of properties
* Oversee the accounts payable cycle for our portfolio of properties from beginning to end
* Oversee processing for the corporate expense card program, verifying proper submittal of receipts and coding of expenses
* Coordinate with other finance groups regarding A/P’s contribution to property financials
* Process invoices for corporate headquarters
* Oversee all check disbursement process for all properties and corporate headquarters
* Perform month-end reconciliations for A/P and assist with corporate month-end close
* Regular review of statement reconciliations, aged creditors, debtors and intercompany reconciliations prepared by team members
* Occasionally calling payment proposals and reviewing any exceptions, returned payments
* Oversees daily operations to ensure appropriate staffing, efficient workflow, consistency, and timely and accurate processing of work

## Qualifications for accounts payable supervisor

* Multi currency exposure is essential
* Review the payment proposals and ensure compliance with proper procedures and authorization
* Review the monthly Inter-company debit/credit re-charges
* 3+ years’ experience supervising and leading a high volume accounts payable team
* Knowledge of accounts payable practices, 1099 reporting
* Must be extremely proactive and self-motivated