Downloaded from <https://www.velvetjobs.com/job-descriptions/accounts-payable-team-leader>

# Example of Accounts Payable Team Leader Job Description

Our innovative and growing company is looking to fill the role of accounts payable team leader. 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 team leader

* Control the reconciliation of major vendor accounts on a monthly basis
* Assist Finance Business Partners in producing schedules for accruals and prepayments
* Generate month end purchase ledger reporting and KPIs
* Monitor performance against KPI’s and individual business objectives
* Prepare weekly accounts payable management / performance reports and follow-up with team
* Provide management cover in the absence of other managers within the team and assist with planning and organisation of work and the provision of a professional service
* To lead, motivate and inspire the AP Helpdesk and Vendor Maintenance team to perform their work efficiently and effectively whilst providing exceptional customer service within a robust controls framework
* Manage the processes and controls in relation to updating vendor records and resolving Helpdesk tickets in an accurate and timely manner
* Ensuring smooth daily operations by proper allocation of transactional volume to the team
* Participating on transitions and process stabilizations and alignment

## Qualifications for accounts payable team leader

* University degree (preferably accounting degree)
* Minimum 2 years of Accounting experience & exposure to leadership / coordination tasks (preferably in a SSC environment)
* Strong technical affinity
* Advanced German and English language skills (both written and spoken)
* To take full responsibility for the performance management of the team in order to ensure that quality and deadlines are achieved and maintained and that any issues are managed in line with the policies and procedures
* To be responsible for continuous improvement of team processes in order to achieve an effective and efficient way of working