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# Example of Accounts Supervisor Job Description

Our innovative and growing company is looking to fill the role of accounts supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounts supervisor

* Managing further implementations of the Concur solution globally
* Exploring and implement electronic payment strategies in order to streamline payment process
* Providing training resources to improve internal customer satisfaction and process efficiencies
* Overseeing the monthly and quarterly close processes and ensure proper accounting treatment
* Creating and maintaining payment, policy compliance and team metrics
* Supplier Side communication
* Oversee work of the accounts payable staff
* Ensure that the department timelines are met and prioritize duties as necessary
* Ensure accurate vendor payments, proper coding and ensure compliance with Sarbanes Oxley
* Work with vendors and internal staff to improve systems and resolve discrepancies

## Qualifications for accounts supervisor

* Support in vendor invoice management system enhancement project
* Assist with any ad-hoc assignments and projects when required
* Manage monthly/quarterly close of accounts payable
* Ensure unprocessed/outstanding invoices and expenses
* Manage new vendor setup process existing vendor maintenance
* Supervise most activities in the accounts payable function