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# Example of Accounts Supervisor Job Description

Our growing company is searching for experienced candidates for the position of accounts supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounts supervisor

* Ensures staff is trained and properly verifies that subcontractor and vendor Certificates of Insurance are valid/up to date
* Assist with monthly and annual reporting
* Assure invoices are processed on a timely basis, to assure discounts and other incentives can be taken
* Provide our customers the professional service to make our company profitable
* Prepare and create reports for Tax Dept
* Distribute and prioritize daily activities within the Dept
* Void and re-issue payments to vendors
* Process return payments
* Provide expertise on the processing, recording, and reporting of accounts payable transactions
* Supervise, coordinate, and monitor daily accounts payable operations

## Qualifications for accounts supervisor

* Strong leadership skills, including the ability to mentor and develop individuals and teams
* A mastery of organizational and project management skills, including the ability to plan, prioritize and execute multiple initiatives/deadlines autonomously and shift priorities as necessary
* Experience in managing a staff of 10 plus associates
* The ability to work under and meet strict deadlines
* Team player attitude and customer oriented
* Excellent verbal and written communication skills, strong interpersonal, organizational and customer service skills