Downloaded from <https://www.velvetjobs.com/job-descriptions/accounts-supervisor>

# Example of Accounts Supervisor Job Description

Our growing company is hiring for an accounts 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 supervisor

* Ensures work performed by Accounts Payable Specialists is completed accurately, efficiently, and timely
* Collaborates with internal stakeholders to ensure timely and accurate invoice processing
* Coordinates special projects and tests new methods of invoice processing to keep up with the fast-paced nature of the business
* Supports the manager to maintain acceptable AP aging by assisting the team to resolve Invoices on Hold and investigating un-invoiced receipts as necessary
* Provides subject matter expertise and training to Accounts Payables Specialist
* Serves as a central point of contact for the organization and vendors to resolve disputes over late payments, payment amounts and payment terms
* Ensures proper internal controls and segregations of duties are in place and adhered to by staff
* Works with the Accounts Payable Analyst to perform year end 1099 tax information reporting and ensures reporting is performed accurately and timely
* Accounts Payable Supervisor will be responsible for managing the day-to-day functions of the department
* Ensure timely processing of invoices and payments in a full cycle

## Qualifications for accounts supervisor

* General clerical skills and abilities to perform basic accounting and finance functions
* Bachelors degree in Accounting and or Finance a plus
* Multiple entities
* AP for 2 entities
* Framing sub-contractor/ retail warehouse sales supply company
* Vendor invoicing- heavy