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# Example of AP Manager Job Description

Our company is searching for experienced candidates for the position of AP manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for AP manager

* Use and maintain the AP section in SAP, input data and other related information
* Support APAC business and provide value-added services
* Work on ad-hoc projects if needed
* Invoices should be matched and allocated to all direct debit payments in a timely manner to ensure there is minimum unallocated cash on the ledger
* Logged invoices which have not been coded to a specific general ledger code should be kept to a minimum to ensure the profit and loss always shows an accurate reflection
* A weekly review of aged creditors should be carried out by the AP manager
* Accrual Liability AP related works like pre-closing report, IR review, unprocessed invoice review, GRIR, Subsequent Event Procedures
* Formal interview training (Wicklander-Zulawski, Reid) preferred
* Develop sourcing / recruiting strategy for the Asia region
* Collaborate with AP-based recruiting teams and shared services to execute strategy and deliver on business unit needs

## Qualifications for AP manager

* Lead the management information activity for financial information (P&L, balance sheet, cash flow) and non-financial information (service, availability, quality, speed, safety)
* University Degree in Business, Accounting, Procurement or equivalent combination of education and experience
* Must be able to work independently, with focus on time management and organizational skills
* Must be able to contribute in a team environment, showing leadership skills
* Must have good oral and written communication skills in English
* Basic knowledge in project manager