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# Example of AP Manager Job Description

Our innovative and growing company is looking for an AP manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for AP manager

* Facilitation of Succession Planning activities for the Asia region
* Active participation in the Global Accounting / Finance / Strategy Succession Planning Groups, collaborating and developing succession plans for Asia region talent
* Strong collaboration with regional CFO and business units in the Asia region to understand their business and growth prospects
* Manage and deploy career development activities within the Asia region, including assessment of training, development and certification needs and implementation of programs to address needs
* Drives Real Estate Growth / Market Strategies to solution the dynamic growth, relocation, consolidation demands by focusing on successful planning & allocation of portfolio in consultation with business groups, effective infrastructure, portfolio right-sizing, process improvement, adoption of best practices, and business integrity through applied knowledge supported by an outsourced RE consultant team in the country / region
* Responsible for driving global best practices by continual improvement of business processes, systems and standards
* Measures of success include documented improved efficiency, improved portfolio flexibility, balanced portfolio allocation between multi-project environments, high performance & reliable infrastructure, demonstrated compliance to national & international code / statutory requirements, success in meeting company’s world-wide standards, and maximization of value-engineering and/or cost reducing opportunities to ensure cost effective deliveries
* Ensure seamless communication, consistent follow up and timely receipt of all deliverables from all stakeholders (internal/external), analysts, project managers and local brokers
* Partner with data center operations team to ensure adherence to all operational standards by incorporating necessary lease considerations and operation validations requirement into the commercial contract thereby improving reliability of DC
* Direct facilities operations including central receipt of invoices, efficient processing into image capture systems and records retention

## Qualifications for AP manager

* Ability to create opportunities and build strong working relationships across the firm
* A keen all-rounder with a flexible approach
* Excellent understanding of the real estate transaction process
* Confidence to adapt and perform under pressure
* Ability to approach tasks with initiative, a clear and efficient process, and with a mind for creative problem solving
* Good financial planning and analytical skills and attention to detail