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# Example of AP Manager Job Description

Our company is growing rapidly and is looking to fill the role of AP manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for AP manager

* Manage, mentor and develop a team of Accounts Payable and professionals
* Responsible for all activities in the accounts payable department
* Ensure that company's vendor invoices are properly administered
* Management and development of team including recruiting, work delegation and prioritization
* Must have large company exposure – processing over 500K invoices monthly
* Well versed in automation processes, EDI, Workflow and various ERP systems
* Coordinates and works with other accounting members on month-end responsibilities
* Prepare financial statements and budgets
* Manage AP production, customer service, vendor maintenance and exception processing
* Oversee 20+ people and provide training and support daily

## Qualifications for AP manager

* Minimum 5-6 years of experience with proven distribution management experience in the relevant market
* A proactive self-starter and a good team player
* Improve processes and ensure that standards and regulations are upheld
* 4 year college degree required (accounting preferred)
* Experience automation and EDI
* Ability to manage a large team diligently