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# Example of AP Supervisor Job Description

Our innovative and growing company is hiring for an AP supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for AP supervisor

* Accountable for monthly departmental statistics and measurements, production and performance management documentation
* Evaluate various departmental reporting in order to improve procedural efficiency, performance, quality
* Ensure that all work is completed accurately and within established departmental turnarounds
* Establish and maintain associate expectation criteria
* Supervise a staff of 10+associates and be able to train, coach, motivate, set goals, evaluate performance and plan work assignments
* Lead initiatives outside team to represent the group
* You will have the opportunity to become one of our future business leaders
* Prepare check disbursement runs, ACH and wire transfers, and other electronic payments
* Communicating and interfacing with property finance/purchasing teams to carry out the systems project
* Responsibilities include overseeing day to day accounting functions and processes reporting of financial information

## Qualifications for AP supervisor

* Ensure aged items in reconciliation are cleared regularly
* Ensure all relevant AP activities are carried out with the defined time lines
* Ensure all AP process is in line with internal policy and compliance and ensure all backups are attached in Oracle
* Should be a subject Matter Expert on all the activities performed within North America Payables
* Should publish and improvise the KPI’s and quarterly dashboard in an agreed timeline
* 7–8 years of experience in AP process, out of which 2 – 3 years as a supervisor and another 2-4 years around end-to-end AP activities