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# Example of AP Supervisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of 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

* Assist with preparation activities prior to the dates of testing
* Assist with site set up activities and initial materials inventory
* Work closely with the Program Director and Office Specialist Sr
* Responsible for the administration of single subject Advanced Placement (AP) exams
* Delegate the distribution, collection and return all testing materials
* Read testing instructions to candidates and maintain the official testing timers
* Delegate tasks to proctors assigned to work their specific exam
* Become familiar with the testing manuals provided by CollegeBoard
* Check test candidate identification, and assist in admitting examinees to the correct testing room
* Work with proctors to provide an environment conducive to testing

## Qualifications for AP supervisor

* Knowledge in T&E and Purchasing processes is beneficial
* Hands on experience with Oracle 11i and R12 preferred
* Willingness to be flexible with working hours given North America operations coverage of this role (More will be into night shift)
* Experience with SAP and/or JD Edwards would be a plus
* At least 2 years of supervisory experience in accounting
* The ability to lead a team, contribute to leadership meetings, and still be hands on with the AP process