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# Example of Manager, Accounts Payable Job Description

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

## Responsibilities for manager, accounts payable

* Act as a liaison between A/P and IT to support the implementation of accounts payable systems
* Confidence in dealing with non-financial people
* Manage, lead and develop team
* Ensure all invoices are paid within terms
* Review AP aging and collaborate with team to ensure invoices are paid on time
* Reconciliation of reporting into the general ledger
* Ensure timely and accurate processing of purchasing documents such as purchase orders and invoices, ensuring compliance with internal controls and SOX
* Oversee the maintenance of departmental records and the generation and balancing of transaction reports
* Interact with vendors and Accounting teams to obtain accurate general ledger coding information and to resolve payables-related problems
* Review monthly and weekly reports required for staff metrics purposes and provide feedback to the team

## Qualifications for manager, accounts payable

* Selects and hires employees for the groups mentioned above
* 7 years of experience in accounting, finance and/or finance administration
* Demonstrated leadership ability and/or one year previous supervisory experience
* Experience working with accounting software, 10 key by touch, typing fluency
* Previous hands-on Month-end Close experience
* Some AR projects as involved