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# Example of Manager, Accounts Payable Job Description

Our company is growing rapidly and is looking for a manager, accounts payable. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manager, accounts payable

* Ensures accurate data movement between A/P systems and files inbound EDI transactions, interfaces and outbound file productions
* Management of the Accounts Payable team, ensuring accuracy at all time, against set deadlines and KPIs
* Liaise with business stakeholders
* Accountable for all internal and external audit reviews
* Supervise the department staff
* Work under the direction of the Executive Director of Finance to manage cash and AP days targets
* Manage the reconciliation of vendor statements
* Work closely with the Material Management Department on resolving invoice, purchase order and receiving issues
* Complete internal and external audit requests
* Audit and approve all T&E reports weekly processed via Payroll

## Qualifications for manager, accounts payable

* 5+ years of Accounts Payable experience or similar process based financial operations
* 5+ years as a hands-on people manager with the ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
* Experience with Oracle Financials and Microsoft Office
* Demonstrated understanding of Accounts Payable
* Manage Accounts Payable and Cash Applications globally
* Maintenance and implementation of paperless environment related to approval workflow, invoice processing and payment automation