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# Example of Manager, Accounts Payable Job Description

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

## Responsibilities for manager, accounts payable

* Collaboratively work with cross functional teams to seek and implement changes motivate teams to deliver effective quality management processes and training materials that will sustain high levels of performance and use of best practices
* Devise systems and implement those procedures to improve efficiency and accuracy of a department or the organization
* Provide input and ideas to improve processes and functions and to maximize effectiveness
* Communicate with other departments, branches and vendors regarding A/P position on relevant issues, design/revise tools, processes and procedures to improve efficiency and head special projects, as needed
* Supervise and develop staff personnel and review staff assignments
* Provide support to management to ensure timely and accurate monthly close
* As Accounts Payable liaison to other business units, identify and address issues that affect accounts payable operations and financial reporting
* Identify and analyze aged invoices and take corrective action to ensure AP aging is within terms
* Participate in Balance Sheet, Ledger and Reconciliation reviews as appropriate
* Prepare and review various reports and analyses for purposes of monitoring employee reimbursement activity

## Qualifications for manager, accounts payable

* Ensure the successful creation of vendors
* Oversee reconciliation of AP and Cash Applications accounts
* Strategize and outline work plan and steps for M&A due diligence
* Coordinate and manage all AP-related audit requests
* Communicate and enforce company policies and procedures as they relate to the procure-to-pay process and travel and entertainment
* A minimum of 5 to 8 years of accounts payable experience and management experience