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# Example of Manager, Accounts Job Description

Our innovative and growing company is searching for experienced candidates for the position of manager, accounts. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager, accounts

* Manage reasonible sized team of people
* Oversee and lead AP, AR, Expenses, Cash departments
* Accurate preparation of payment runs
* Manage Accounts Payable staff and allocate workload to ensure efficiency of full cycle processing
* Manage the day-to-day inquiries from both internal and external clients
* Utilizing an image/workflow system and a general ledger accounts payable module to review and audit expense reports and invoices ensuring the accuracy of account assignment, entity allocation, and appropriateness of associated documentation
* Approving vendor set-ups to ensure data accuracy, timeliness of remittances and protection of company assets
* Review data entry/scanning performed by Accounts Payable Associates on a daily basis and review selected payment items
* Ensure timely payment for expense reports, leases and rents
* Interact with departments of company to ensure proper flow of paperwork for invoices

## Qualifications for manager, accounts

* Takes ownership of issues, either finding a solution or seeking advice where necessary
* Demonstrates that exceptional client service behaviour
* Proactive in helping colleagues
* Ability to manage and resolve issues with tact and diplomacy
* Excellent time management skills and ability to delegate
* Good planning and organisational skills to balance and prioritise work