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# Example of Manager, Accounts Job Description

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

## Responsibilities for manager, accounts

* Facilitate the development and maintenance of policies, procedures, goals and objectives to meet the Accounts Payable department mission
* Oversee Accounts Payable team
* Monitor AP performance
* Manage company credit card programs
* Process payment reporting
* Verify payment vouchers for proper approval and review of invoices for completeness
* Ensure all invoices and employee expenses are processed on a timely basis
* Prepare and report monthly metrics around invoicing and expense reimbursement
* Manage month-end closing of the accounts payable sub-ledger and assist with quarter-end expense accruals
* Prepare and distribute annual form 1099s

## Qualifications for manager, accounts

* Strong people management experience including team management
* Deadline driven & highly motivated
* Degree qualified with an accounting qualification such as AAT or Part Qualified CIMA/ACCA
* Experience in an Accounts Payable function
* Ideally part-qualified accounting qualifications or equivalent
* Minimum of 2 years experience preparing accounts to trial balance