Downloaded from <https://www.velvetjobs.com/job-descriptions/manager-accounts>

# Example of Manager, Accounts Job Description

Our company is hiring for a 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

* Responsible for all Letters Of Agreements (LOAs) for distribution services and leads the reviews with the legal department, to ensure accuracy
* Responsible for ensuring that all distribution solutions agreements, services and related fees are maintained
* Determines the right level of human resources required to carry out work
* Lead the Accounts Payable team that is responsible for invoice processing, payments, corporate travel, and corporate credit cards
* Assist the Accounting team with month-end accruals and account reconciliations
* Set performance standards for accounts payable team and implement appropriate metrics to monitor compliance
* Supervise and guide staff to incorporate the necessary knowledge, skills and capabilities to execute efficient and effective transaction processing
* Ensure adequate cross-training and back-ups are in place for each staff member
* Actively manage vendor escalations, including being extremely responsive to our internal business partners
* Drive the quarterly open purchase order accrual process by interacting with budget owners and purchase order owners, and then recording the overall accrual needed, along with performing the account reconciliation

## Qualifications for manager, accounts

* Bachelor’s degree in Business, Medical Technology, a Life Science, or technical related discipline or equivalent experience
* Ability to achieve goals through the assistance of others in the organization
* Proven ability to successfully lead others
* Bachelor’s degree with a major in finance, business or accounting
* Proficient with accounting and financial systems, preferably Syteline and JDE
* Solid logic capability