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# Example of Supervisor, Accounts Payable Job Description

Our growing company is searching for experienced candidates for the position of supervisor, accounts payable. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for supervisor, accounts payable

* Review processes for continuous improvement
* Manage and monitor invoices that are in flow of our workflow system
* Oversee the day-to-day activity of the Accounts Payable group
* Provide necessary supervision, guidance and mentoring to accounts payable staff
* Oversee the preparation of the year-end IRS Form 1099s for all non-incorporated payees for review by the Tax Department
* Ensure sensitive and confidential information is handled appropriately
* Maintain sufficient records to support expenses and payments to vendors
* Coordinate payment timetables through communication to functional business managers and accounts payable staff
* Review and approve new vendors in the accounts payable system
* Work with the Supplier Registration team for any questions regarding duplicate vendors and general vendor questions

## Qualifications for supervisor, accounts payable

* Supervises nonexempt exempt staff
* Prior experience in an imaging and workflow system is preferred
* Supervises specialists performing basic accounts payable activities
* Assist in annual external financial audit
* Learn the workflow controls and responsibilities within the Treasury group
* Manage accounts payable function and supervision of staff