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# Example of Supervisor, Marketing Job Description

Our company is growing rapidly and is looking for a supervisor, marketing. 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 supervisor, marketing

* Record the current month estimate accrual for revenue, transportation, and marketing income
* Ensure the monthly the marketing trade receivable, marketing payable, marketing clearing, and marketing accrual accounts are reconciled on a timely basis
* Ensure that monthly, quarterly and year end close processes are followed including related account reconciliations and entries to the general ledger
* Review commercial contracts obligations
* Ensure adequate internal controls are in place and control procedures are followed by maintaining internal control environment documentation including updates to narratives, risks/controls matrixes, process owner self-assessments, annual control testing, and walkthroughs with both internal and external auditors
* Participate in identifying and implementing systems and processes for marketing accounting, measurement, valuation and balancing
* Interact professionally and confidently with the Marketing Office (Calgary), USBU (Houston), external parties and the Production Revenue Accounting teams
* Prepare monthly analysis for use by management on the movement and realization of the products and its cost
* Prepare monthly imbalance and/or inventory summaries for natural gas, Y-grade liquids, purity NGL’s and condensate where applicable
* Supervisor/ manage staff including individual and departmental goal setting, career development, performance tracking and evaluations

## Qualifications for supervisor, marketing

* Verbal communication is necessary for negotiating and maintaining marketing programs
* Minimum 6 months to one year experience in direct response marketing
* Need extensive credentials for Greeting or OPC tour generation
* Minimum 6 months to one year of management experience
* 5 years or more of marketing or sales experience
* Skilled in Microsoft applications (Word, Excel, Access)