



## Accounts Payable Supervisor

### Job Scope

The Accounts Payable Supervisor is required to possess a deep understanding of accounting software such as COINS, GUI Database, Project Management, Spreadsheet, and Word Processing. Their primary responsibility is to oversee all aspects of the Accounts Payable department, which includes managing incoming and outgoing payments, vendor management, and accounts payable operations.

### Responsibilities

- Interviewing, hiring, and training employees; planning  
Assigning and directing work; appraising, performance; rewarding and disciplining employees  
Addressing complaints and resolving problems.  
Directly supervises 1-3 employees in the Accounts Payable Department.  
Carries out supervisory responsibilities by the organization's policies and applicable laws.  
Lead and supervise the accounts payable team, providing guidance, training, and support to ensure high performance.  
Foster a positive and collaborative work environment, encouraging teamwork and professional development.  
Oversee the accurate and timely processing of vendor invoices, ensuring adherence to company policies and procedures.  
Review and approve coding and entry of invoices into the accounting system.  
Manage the payment cycle, ensuring timely and accurate disbursement of funds to vendors.  
Coordinate with the treasury team to optimize cash flow management.  
Cultivate and maintain positive relationships with vendors, promptly addressing inquiries and resolving issues.  
Negotiate payment terms and discounts with vendors to optimize cash management.  
Identify opportunities for process improvement within the accounts payable function and implement efficiency-enhancing measures.  
Streamline workflows and procedures to increase accuracy and productivity.  
Generate and analyze accounts payable reports, providing management insights.  
Assist in financial reporting and analysis related to accounts payable.  
Ensure compliance with company policies, accounting standards, and relevant regulations.  
Collaborate with internal and external auditors during audits.  
Undertake additional tasks and projects as assigned by the Finance Manager or Director.

### Requirements

- An associate's degree is preferred with related work experience of up to three years.  
Effective communication and interpersonal skills

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Strong Microsoft Excel skills

Ability to actively engage with direct reports to monitor workload

Highly organized individuals that thrive in systematic and process-driven environments

Must maintain a calm, professional demeanor and work effectively despite high stress and significant pressure from internal and external objectives.

Ability to lead and mentor a team of professionals