



<b>Job title</b>	<i>AP Manager</i>
<b>Reports to</b>	<i>Director of Accounts Payable</i>

### Job purpose

The individual will be responsible for overseeing the AP Team and full workflow from obtaining, reviewing, posting and paying invoices, ensuring client requests are met with a high level of satisfaction

### Duties and responsibilities

1. Oversee the AP staff
  - Supporting & ensuring Reps and Seniors are appropriately handling their workload.
  - Addressing issues that arise with clients
  - Coordinating with other departments.
  - Implementing workflows to encourage as much efficiencies as possible
2. Oversee and manage assigned facilities to ensure accuracy of work
  - Applying Accounts Payable in the Health care industry knowledge and researching areas
  - Oversee accurate transaction for postings and payments
3. Ensure transparent communication and high caliber of customer service for all relevant stakeholders:
  - Respond timely and accurately to all inquiries
  - Keep direct manager informed about deadlines as well as process implementation
  - Proactively address any barriers to efficient workflow both intra and interdepartmentally
  - Collaborate with team members and cross-departmentally for optimal client support
4. Working with the software Technicians and other supporting teams to ensure our AP needs are met
5. Other duties as assigned

### Qualifications

A successful individual in this role will:

- Have basic computer knowledge and communication skills that can advance throughout his/her employment at AGS
- Experience in using the software currently used by the AP Team
- Experience in the health care Accounts Payable industry

Specific requirements:

- Able to prioritize and meet deadlines
- Able to operate independently
- Attentive to detail
- Organized
- Able to learn new systems and policies



- Possess excellent verbal and written communication skills

**Working conditions**

This job occurs in an office environment with mostly sedentary work. The role requires frequent interaction with fellow coworkers and clients, as well as focused concentration at a computer workstation.

**Physical requirements**

This role has no specific physical requirements.

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<b>Approved by:</b>	_____
<b>Date approved:</b>	_____
<b>Next annual review:</b>	_____