



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

### **Job purpose**

The AP Supervisor will be responsible for supervising all phases of the AP functions of the health care facilities he/she manages, including vendor set up invoice approval posting and payments and month end reconciliation, reporting and PL submissions. This role will supervise and be a point of escalation for high volume AP activities in order to ensure effective, efficient and accurate processing and PL Reporting.

### **Duties and responsibilities**

1. Entering invoices for multiple clients
2. Month end invoice and payment reconciliations
3. Perform month end closing
4. Record Revenue journal entries
5. Assist with closing processes for multiple clients
6. Ensure AP team members adhere to department process and procedures
7. Responsible for auditing accurate entry and processing of accounts payable duties
8. Ensure 3-Way Matching process is complete and accurate
9. Manage and maintain vendor relationships and terms in the system
10. Review invoice processing and issues/escalations associated with processing of invoices
11. Support and oversee responses to vendor inquiries and follow up on pending issues
12. Review Accounts Payable aging and provide weekly cash requirement reports in conjunction with invoices needing approvals for payments
13. Maintain all accounts payable reports and files
14. Review credits and missing open invoices
15. Oversee approvals for monthly expenses such as rent, utilities and reimbursements
16. Analyze and review tax invoices and/or accruals for payment of taxes
17. Process vendor invoices with proper G/L coding
18. Prepare and send payment information for approvals and processing
19. Review and implement improvements to processes and procedures
20. Assist with transitioning existing accounts over to our automated Accounts Payable System. Hold trainings and monitor usage for internal and external clients
21. Train and empower direct reports
22. Analyze daily/weekly/monthly KPIs, dashboards and analytics to measure/improve performance
23. Other duties as assigned

### **Qualifications**

Ideal candidate must be an individual who possess the following skills:

- Familiar with standard Accounting concepts, practices, and procedures
- Ability to manage and direct the work of others
- Advanced analytical abilities
- Large ERP AP system experience
- Strong verbal and written communication skills
- Excellent time management skills
- Advanced organizational skills
- Attention to detail
- Performs a variety of tasks with ability to multiple tasks

### **Responsibility Allocation**



- 20% - Manage staff of 5 - 8 AP Representatives
- 20% - Responsible for Internal and External inquiries and research with regards to payment information - receipt of invoices, payment status, non-approved and/or missed payments
- 20% - Work with the Accounting team on creating a timely and accurate closing for clients
- 20%- Coordinate & assist in monthly and year-end closing activities, including reconciliation against a Vendor Aging Report
- 10% - Follow through to ensure approval and posting of invoices
  - 5% - Run reports for various internal/external sources (e.g. Accounting, Treasury and external clients.)
  - 5% - Perform AP related tasks including backup necessary and approval of pay cycles

**Working conditions**

This job occurs in an office environment with mostly sedentary work.

**Physical requirements**

**Direct reports**

AP Reps

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