JOB DESCRIPTION

| **TITLE** | ACCOUNTS PAYABLE (A/P) MANAGER |
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| **Reports To**  | [INSERT TITLE] |

**Job Purpose**

The Accounts Payable (A/P) Manager oversees the accounts payable function at [Organization Name], ensuring accurate and timely processing of payments, compliance with company policies, and effective vendor management. This role involves supervising the A/P team, streamlining processes, and maintaining strong relationships with internal and external stakeholders.

The ideal candidate is detail-oriented, experienced in financial operations, and skilled in team leadership and process optimization.

**Duties and Responsibilities**

Overall Responsibilities:

* Manage the daily operations of the accounts payable department.
* Supervise and mentor A/P staff, ensuring adherence to company policies and deadlines.
* Oversee the coding, approval, and entry of invoices into the accounting system.
* Ensure timely and accurate processing of vendor payments, including EFTs, wires, and cheques.
* Review and reconcile vendor statements and resolve discrepancies promptly.
* Maintain vendor records, ensuring accuracy and compliance with tax regulations.
* Develop and implement policies to enhance the efficiency of the A/P process.
* Collaborate with the finance team on month-end closing and reporting activities.
* Prepare accounts payable reports and metrics for management review.
* Monitor compliance with internal controls and identify areas for improvement.
* Ensure compliance with record management, including destruction and retention.
* Perform additional duties as assigned.

**Qualifications**

* Bachelor’s degree in Accounting, Finance, or Business Administration.
* Minimum of X years of experience in accounts payable, with leadership experience preferred.
* Proficiency in accounting software and advanced Microsoft Excel skills.
* Strong knowledge of financial processes, vendor management, and compliance standards.
* Familiarity with month-end closing procedures and audit preparation.

**Core Competencies**

* Excellent analytical, organizational, and problem-solving skills.
* Leadership and team management skills.
* Attention to detail and commitment to accuracy.
* Effective communication and interpersonal abilities.
* Proactive approach to process improvement.
* Strong time management and multitasking capabilities.

**Working Conditions**

* Work schedule is typically [insert schedule, e.g., 8 am to 5 pm Mondays through Fridays].
* Office environment with standard working hours.
* May require extended hours during peak financial periods.
* Consistent exposure to computer screens.