**ACCOUNTS PAYABLE MANAGER**

**OVERVIEW:**

The Accounts Payable Manager is responsible for the efficient and effective operations of the Accounts Payable Department, and will manage all facets of the Accounts Payable function.  The Manager will participate in establishing and maintaining accounting policies, controls, and procedures.

**RESPONSIBILITIES:**

* Supervise the accounts payable department to ensure duties are performed in a timely and accurate manner
* Make timely payments to vendors, ensuring all cash discounts are captured & proper procedures are followed
* Oversee monthly AP closing schedule
* Ensure vendor statement balances are current
* Implement and maintain accounts payable controls, processes, policies and procedures
* Review areas for process efficiency opportunities
* Communicate and follow up with other departments and vendors, resolving invoice and purchase order issues
* Calculate month-end accruals
* Prepare reports for management
* Coordinate 1099 filing and oversee maintenance of related W-9 files.  Stay knowledgeable on W-9/1099 requirements and how to apply them.
* Participate in the annual audit
* Perform other duties and projects as assigned

**QUALIFICATIONS:**

* Bachelor’s degree in Accounting preferred
* Minimum of 3 years’ experience in Managing Accounts Payable
* Adaptable to changing environment and forward thinking.
* Proficient in Microsoft Office—Word, Excel, PowerPoint, Outlook
* Possesses strong interpersonal and communication skills
* Effective problem solver
* Detail oriented
* Able to prioritize and multi-task