



The **Accounts Payable Manager** is responsible for all areas as they relate to Accounts Payable including managing a small team of employees. The Accounts Payable team is responsible for a high volume of activity. This role requires a high degree of organization, ability to prioritize and multi-task.

**Responsibilities include but not limited to:**

- Manage AP functionality in ERP system (Microsoft Business Central) and drive improvements to system and processes.
- Administer corporate credit card program and all related expense reporting using Concur.
- Have a good understanding of proper cutoff procedures for recording transactions in the general ledger in the proper accounting period.
- Reconcile AP Aging Report to general ledger at month end and resolve aged items in a timely manner.
- Manage multiple Outlook centralized mailboxes and work queues.
- Manage and approve AP pay cycles including preparing weekly cash forecast, preparing/uploading files to the bank. Troubleshooting system issues that may arise.
- Manage invoice workflows within ERP system to ensure invoices are routed to proper departments/individuals for approval.
- Final review of invoices before posting to the general ledger.
- Monthly Close responsibilities
- Staff Management – Periodic performance reviews and training/supervision of AP Specialists.
- Other tasks and special projects as assigned

**Requirements include:**

- Undergraduate or Graduate degree with a focus on business, management, or accounting.
- 2 – 4 years of previous experience in the position or in a related area
- Keen eye for accuracy in daily work and other projects.
- Have strong communication skills.
- Must have strong experience with Microsoft Excel, Outlook, and accounting systems as they relate to the AP process.
- Experience with Microsoft Teams, Microsoft Business Central ERP and Concur Expense is a plus.

Salary is commensurate upon education and experience. Qualified candidates interested in this opportunity should submit their cover letter, resume and salary requirements.

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