

Job Description

Job Title: **Accounts Payable Supervisor**

Division/Department: Corporate/ Accounting

Reports to: Assistant Controller

Original: August 1, 2018

FLSA Classification (US Only): Exempt

EEOC Classification (US Only): Administrative

Last Revision: March 1, 2020

Purpose

The Accounts Payable Supervisor is responsible for activities and operations in the accounts payable function for the organization, reporting to the Assistant Controller. Supervisor ensures timely payments of vendor invoices and expense vouchers and maintains accurate financial records and control reports

Duties and Essential Functions

- Analyzing to the proper cost centers, work with vendors to resolve past due invoices and reconcile monthly statements with vendors
- Supervision of 2 other para-professional staff in high volume processing roles
- Analyzes invoices for accuracy and eligibility for payment
- Contributes to the development of processes and procedures

Performs other related duties as assigned by management.

Job Requirements

Supervisory Responsibilities:

- Directly supervises **2** employees within the AP Department department
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

Education

- Associate's Degree (AA) or equivalent from a two-year college or technical school, and 2 or more year's related experience and/or training, or equivalent combination of education and experience.
- Bachelor's Degree (BA) from four-year College or University preferred, or one to two years of related experience and/or training, or equivalent combination of education and experience.
- Computer skills required: Accounting Software; Microsoft Office- Excel, Word Outlook and PowerPoint

Experience:

- Oil & gas industry experience a plus.
- Requires a minimum of 3 years of AP experience as an individual contributor, and a minimum 1 year of direct supervisor experience in the related area
- Bachelor's degree preferred, or 2 years Associates degree with experience

Skill Requirements:

- Must be able to communicate with internal and external customers
- Excellent problem solving skills and detail-oriented
- Excellent written and oral communication skills
- Good organizational skills and ability to prioritize multiple tasks in order to meet schedules
- Highly proficient in Microsoft products including Word, Excel, PowerPoint
- Ability to analyze reports for Accounting