



## **POSITION DESCRIPTION**

**JOB TITLE:** Accounts Payable Supervisor

**DEPARTMENT:** Finance

**REPORTING TO:** Controller

## **SUMMARY**

Reporting to the Controller and will be responsible for supervising a team of clerks in a high-volume environment. This role will be responsible for ensuring the accurate, timely and efficient payment of all vendor accounts in accordance with company's policies and department standards and for troubleshooting day-to-day accounts payable operations. Work closely with General Accountant at month-end to ensure timely and accurate processing of month end duties including accruing for expenses which could not be entered in the computer system before AP module was closed.

## **DUTIES AND RESPONSIBILITIES**

- Provide leadership and governance for accounts payable department.
- Pay vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Perform cheque runs, wire transfers, EFT and ACH payments.
- Daily review of accounts payable transactions for accuracy, completeness, and compliance with Daiya's policies and procedures
- Review vendor account reconciliations performed by the accounts payable team
- Participate in the development of all accounts payable control processes, recommending process improvements and opportunity for automation.
- Manage the accounts payable processes for accurate, timely and complete processing of all transactions, including vendor payables, expense reporting, and corporate credit card reconciliations
- Review accuracy of invoices entered for payment by Accounts Payable staff
- Review weekly vendor invoices to be paid
- Review employee expense reports/credit card submissions and ensure coding is accurate and in compliance with company policies
- Maintain vendor master files, vendor approvals and contract management database
- Research and resolve vendor inquiries regarding invoice discrepancies and issues
- Responsible for all accounts payable-related reporting, including Ap aging report, GL and SL reconciliation, baseline reports, etc.
- Review current accounts payable processes and procedures and provide suggestions of opportunity for improvement and automation

- Maintain adequate internal controls within the accounting processes to ensure well documented, accurate and timely financial reporting.
- Manage time effectively, multi-task, and work under tight deadlines.
- Perform general and ad hoc project support as required.

## **EXPERIENCE**

- 5 years of progressive AP experience with a minimum of 2 years of supervisory experience, including hands on experience managing a team through a period of change
- Bachelor's degree from an accredited college or university, with a major in accounting, finance, math, business administration or a related field, or equivalent experience.
- Solid accounting background, preferably with AP automation, expense reporting software- Concur a plus
- Experience with ERP systems, preferably with Syspro
- Operational focused with solid experience in Food Manufacturing
- 1-2 years' relevant experience in consumer products manufacturer/distributor. Experience working in a manufacturing environment is an asset.
- Advanced proficiency using MS Office, specifically Excel including use of pivot tables.
- Strong understanding of Accounts Payable, including credit card and employee expense reports with high volume experience (experience with AP automation, expense reporting software – Concur a plus)
- Experience with Syspro preferred not a must

## **RELATED SKILLS, KNOWLEDGE AND ABILITIES**

- Highly detail-oriented, organized, thorough and accurate
- Ability to grasp company financial policies and protocols
- Superior analytical and strong problem-solving skills with a solution-oriented mind-set
- Ability to work both independently as well as in a team environment
- Strong sense of ownership for work product
- Effective written and verbal communication skills
- Relevant system and computer skills required, including proficiency in Excel and other Microsoft Office applications.
- Ability to protect the organization's value by keeping information confidential
- Experience working in a high volume and fast paced environment with overlapping priorities and deliverables.