



Cow Creek Government Office

Accounts Payable Supervisor

Job Code: 1611
Department: Finance
Location: Roseburg, OR.
Minimum Salary: \$58,211.01

POSITION SUMMARY:

The Accounts Payable Supervisor manages day-to-day activities of Accounts Payable staff, monitors team member performance, provides guidance, training and coaching opportunities, coordinates timely execution and resolution of escalations while maintaining excellent customer service levels and ensuring compliance with Processes and Procedures.

ESSENTIAL FUNCTIONS:

- Directly supervises Accounts Payable staff to provide a fully operational and efficient Accounts Payable service to internal / external customers.
- Oversees the collections and verification of invoices, bills, and checks by performing audits to ensure both accuracy and appropriateness prior to payment.
- Develops relationships with all outside vendors and internal staff.
- Reconciles vendor statements to ensure that all payments are accounted for, and any discrepancies are corrected.
- Performs accounts payable month end close duties.
- Processes 1099s.
- Handles banking related AP functions including ACH approval, stop payment issuance, positive pay maintenance and approval, and any other non-recurring items.
- Processes Member distributions and other check uploads on a recurring basis.
- Maintains accurate hardcopy and digital records.
- Monthly reconciliation and payment of staff credit cards
- Monthly reconciliation and payment of company approved online Amazon purchases.
- Other accounts payable duties as assigned.
- Ability to oversee the work of accounts payable staff member- including determining workload, accuracy of work and accountability.

QUALIFICATION:

- Associate degree in accounting, finance, or related discipline preferred.
- High School Diploma or Equivalent, Associates or higher education preferred.
- At least one year of experience with supervising a direct report.
- 2+ years Accounts Payable experience.
- Advanced knowledge of Accounts Payable processes/ procedures.
- Proficient with Microsoft Excel, Work and Outlook.
- Solid Analytical & Problem-solving skills.
- Strong sense for business needs.
- Ability to prioritize conflicting tasks for teams and self.
- Ability to concurrently manage ongoing tasks effectively in a fast-paced environment.
- Ability to collaborate with internal and external customers.
- Adaptability to continuous change and ability to lead team effectively through change process.