Position: Accounts Payable Supervisor (Full-time)

Date Posted: March 2019

Supervised By: CFO / Controller / Accounting Manager

Supervises: Accounts Payable Accountants

Location: Holland, Michigan

Duties & Responsibilities:
The Accounts Payable Supervisor will be responsible for managing the Accounts Payable team and the accurate processing of Big Dutchman's invoices, intercompany reconciliations, other disbursement requests, accurate use of Cost Centers and handling vendor inquiries for BD's US and international operations. This individual must be able to supervise and lead team members, quickly adapt to changing business requirements, learn new processes, and work under pressure while providing a high level of customer service to both internal and external customers. This role offers the opportunity to gain exposure to multiple process areas and work closely with cross functional teams within BD's organization.

- Responsible for the development of corporate Accounts Payable policies as well as ensuring that processes comply with all policies. Define and document processes and procedures for Accounts Payable operations. Implement Accounts Payable best practices. Guarantees all payments are authorized and made timely (Including ensuring taking advantageous prompt payment discounts).
- Full dominium of the essential activities in Accounts Payable (Three way-matching, maintenance of Vendor master files, invoice filing, invoices approval activities, W-9's, unvouchered accounts payable account, etc.)
- Trains team members as needed
- Ensures accuracy on Cost Centers. Understanding on how Costs Centers work is key for accuracy for the different Regions and Business Units Income Statements
- Manages advances to suppliers avoiding double payments
- Develops timely monthly reconciliations with internal (Intercompany) and key external suppliers
- Ensures that Accounts Payable personnel responds to internal and external customer inquiries and requests in a timely, professional and courteous manner.
- Manages Lien Waivers with key Suppliers.
- Communicates regularly with internal customers at the operating units to understand the impact of the performance of Accounts Payable on their operations and to solicit comments and suggestions for improvement.

- Reviews accounts payable activities periodically to ensure accuracy and the most cost-effective delivery of services.
- Reviews internal controls periodically to ensure that potential for fraud or other abuses are minimized.
- Guides and assists Team Leaders and Associates regarding invoice processing including complicated and/or unusual items.
- Guides and assists Financial Analysts regarding projects and analyses related to accounts payable functions.
- Oversees annual IRS Form 1099 processing including coordination with tax and accounting personnel and ensures that information is accurate or otherwise corrected to the vendors satisfaction in a timely manner.
- Manage and audit all aspects of Concur expense reporting system.
- Promote and increase vendor participation in ACH payment acceptance.

Qualifications:
- BS in Accounting or related discipline
- Four plus years of Accounts Payable
- Cost Center accounting experience required
- Customer service experience preferably in a Shared Service Center environment
- Supervisory experience in Accounts Payable
- Lien Waivers experience
- Provides direction.
- Demonstrated ability to improve processes and systems in a continuous improvement environment
- Demonstrated verbal and written communication skills
- Effectively participates in the accomplishment of team goals
- Uses time efficiently
- Adaptability to changing work environment
- Understanding of accounting principles
- Advance knowledge in Microsoft Excel and Word
- Highly Organized
- Bachelor degree in Accounting with 2 – 3 years accounting experience in higher volume accounts payable
- Sales & Use Tax experience preferred
- Advanced skills in MS Excel and Word
- Excellent written and oral communication skills
- Ability to work with multiple departments within the company at different locations