



Job Description

Position:	Accounts Payable Supervisor
Date Posted:	September 2020
Location:	Holland, Michigan
Department:	Accounting
Supervised By:	Chief Financial Officer
Supervises:	Accounts Payable Accountants

Primary Duties & Responsibilities:

The Accounts Payable Supervisor will be responsible for managing the Accounts Payable Department and the accurate processing of Big Dutchman's invoices, intercompany reconciliations, and other disbursement requests. Also, the 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, learn and find out how our ERP system operates, 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.

Duties & Responsibilities (Accounts Payable (PO & Non PO Emphasis)):

- Responsible for the development of corporate Accounts Payable policies as well as ensuring that processes comply with all Big Dutchman In. USA 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.).
- Learns and understands how our ERP System works (Enterprise II).
- Develop team members as needed to keep skills current.
- 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.



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- 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 is required
- Four plus years of actual Accounts Payable experience
- Three years minimum of actual supervisory experience in Accounts Payable
- Cost Center accounting experience is required
- Customer service experience preferably in a Shared Service Center environment
- Lien Waivers experience
- Demonstrated ability to improve processes and systems in a continuous improvement environment
- Adaptability to changing work environment
- Advance knowledge in Microsoft Office systems
- Must be highly organized and efficient
- Sales & Use Tax experience preferred
- Must exhibit excellent written and oral communication skills
- Must have the ability to work with multiple departments within the company at different locations

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