

Title: Accounts Payable Supervisor**Term: Permanent, Full-Time****Location: Phoenix, AZ****SUMMARY**

The Accounts Payable Supervisor is responsible leading the accounts payable team and overseeing all functions within accounts payable including vendor management, supervising & training, invoice coding, and month-end close processes. The role calls for flexibility, a positive attitude, a passion for excellence and commitment to teamwork.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide leadership, training and oversight to day-to-day accounts payable activities;
- Evaluate the AP structure and implement process improvements and efficiencies;
- Supervise and train accounts payable team;
- Review, enforce, implement expense statement policy;
- Lead regular accounts payable team meetings;
- Ensure accuracy of invoices;
- Communicate with management and vendors to resolve payment issues;
- Ensure that departmental timelines are met by prioritizing duties as necessary;
- Implement accounts payable best practices;
- Oversee activities related to processing vendor invoices, transactional data entry, and reconciliations;
- Ensure accurate vendor setup and payment, proper coding, and compliance with company policies and procedures;
- Manage employee travel and business expense reports and verify coding, receipts, tax amounts and approval of these expense reports in accordance with Company policy;
- Assist with the preparation and review of weekly aged accounts payable reports and provide analysis of aged items to ensure that payments are up to date;
- Prepare payment batches and process payments via checks, wires, and other payment methods;
- Reconcile accounts payable accounts to the GL, vendor statements and assist with month-end close tasks;
- Liaise with all departments in handling and resolving Accounts Payable inquiries;
- Maintain the accounts payable filing system, including paper and electronic invoices, general accounting data and providing scanned invoices and related documents for all balance sheet accounts to accounting staff;
- Provide feedback to the Manager regarding vendors such as capturing discount terms, invoicing errors, electronic payment opportunities and payment with credit card;
- Assist with special projects as needed;
- Other duties as required.

JOB REQUIREMENTS

- Able to work independently and as part of a team with minimal supervision;
- Ability to manage a team as well as contribute hands-on when needed;
- Excellent customer service and communication skills (both oral and written);
- The ability to multi-task, prioritize and work in a high-volume environment;

- Strong understanding and appreciation of deadlines and commitment to schedules;
- Superior attention to accuracy and detail;
- Ability to view obstacles as opportunities and deliver result in a dynamic & growth oriented business;
- High degree of accuracy with a good eye for detail;
- Desire to continuously improve systems and processes with an open mind towards change;
- Excellent computer skills including Excel, Word and Outlook;
- Excellent organizational and time management abilities required to prioritize a high volume of tasks or competing priorities;
- Outgoing and customer focused;
- Able to meet timely deadlines and ensure appropriate response times;
- Proven problem-solving skills with the ability to visualize and deliver creative solutions.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Post-secondary Diploma or Degree in Accounting;
- Minimum two (2) years' experience supervising, training, and mentoring staff;
- Minimum three (3) years' high volume, full cycle accounts payable experience with a mid to large organization;
- Experience with handling heavy volume of invoices in fast paced environment;
- Experience with accounting software is an asset;
- Familiarity with the Purchase Order process;
- Construction industry experience an asset;
- Accounts Receivable experience an asset.

HOW TO APPLY

If you are looking for an exciting career with a fast growing, progressive company, please email your resume to careers@rokpowerservices.com or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.