

**East Bay Tire Co.  
Job Description**

**Position Title:           ACCOUNTS PAYABLE SUPERVISOR**

**Reports To:               ACCOUNTING MANAGER**

---

**SUMMARY**

The Accounts Payable Supervisor will be directly responsible for managing the A/P department and leading the accounts payable team. This person will work collaboratively with all levels of the business including senior management, location managers, purchasing, logistics and sales, as well as external auditors and business partners. This position requires full participation in department initiatives, providing technical training and mentoring to the department members.

**RESPONSIBILITIES**

- Manage day-to-day operations of the Accounts Payable department
- Responsible for accurate, timely and complete processing of all A/P transactions and coding to General Ledger including transactions for multiple locations/profit centers and related companies
- Responsible for managing all disbursements including checks runs, credit card, ACH and wires
- Manage the corporate credit card process and employee expense reports
- Responsible for annual 1099 filings and accuracy of vendor master file for 1099 reporting requirements
- Responsible for accurate and timely completion of A/P month-end and year-end closing process
- Perform select balance sheet account reconciliations including cash, prepaid, accounts payable and accrued expense accounts
- Train and evaluate employees to enhance their performance, development and work product
- Develop a motivated, high performing team that understands its goals and is accountable to them
- Create a sustainable workload allocation process to ensure team is balanced, meeting targets and is responsive
- Develop, implement and enforce policies and procedures related to A/P
- Identify process improvements and new approaches to processes
- Coordinate with Purchasing and Receiving departments to ensure efficient and accurate purchase order processing, matching and resolution of discrepancies
- Monitor, maintain and enhance all internal controls in relation to A/P and Cash Disbursement functions
- Supervise the maintenance and filing of A/P records in accordance with company guidelines
- Provide payables KPI's and other metrics for measuring efficiencies to senior management
- Prepare and file quarterly FET return including semi-monthly remittance to IRS
- Review and maintain fixed asset schedule and cost allocation to multiple profit centers
- Assist with audit schedules needed for quarterly reviews/annual audits
- Responsible for ad-hoc reporting, special projects and other duties as assigned

**KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

- Bachelor's Degree in Accounting, Finance, Business or related field
- Minimum 8 years of experience in A/P/Accounting/Finance with at least 3+ years of people management experience

- Strong and proven knowledge of accounts payable processes and ability to work dynamically with a variety of internal business partners and to communicate financial concepts to non-finance people
- Knowledge of GAAP
- Strong communication skills because this position will involve frequent interaction with employees, managers and vendors
- Must have strong analytical and problem solving skills
- Accuracy and attention to details is a MUST
- Proven ability to work under pressure, stay organized and continuously meet deadlines
- Effective time management, work prioritization and delegation skills
- Strong follow through skills to ensure issues are resolved timely
- Intermediate proficiency with Microsoft Office programs (Word & Excel) as well as inventory systems
- Working knowledge of ERP system especially Microsoft Dynamics Nav a plus
- Self-motivated to establish world class Accounts Payable practices