

JOB DESCRIPTION



Job Title: Accounts Payable Supervisor
Department: Finance & Accounting
Reports to: AP Manager & Job Cost Accountant
Direct Reports: AP Clerk
Date Prepared: April 2021

Job Summary	Oversee general accounts payable functions for both the corporate and hospitality segments. The AP Supervisor must be able to lead and motivate accounts payable staff members and increase department accuracy and efficiency. The AP Supervisor will also provide financial, administrative, and clerical support by ensuring payments are completed and expenses are controlled by processing, verifying and reconciling invoices according to established policies and procedures in an efficient, timely and accurate manner.
Essential Functions	<ol style="list-style-type: none"> 1. Supervises accounts payable staff. 2. Manages daily accounts payable activities, including the review and approval of invoicing entered by staff in the AP module. 3. Prepare AP related journal entries, including monthly accruals and reclasses. 4. Evaluating, developing, and improving department controls, systems, and procedures to increase accuracy and efficiency. 5. Review and enter contracts into the Subcontract Module. 6. Process subcontract payments in Subcontract Module. 7. Assist with various needs of the Accounting department.
Education and Experience	<ul style="list-style-type: none"> • High School diploma or equivalent. • Associates or Bachelor's Degree in Accounting or Finance preferred. • 3 to 5 years prior work experience in an accounts payable role.
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Knowledge of generally accepted accounting principles and procedures, as well as internal control procedures and regulations. • Knowledge of accounting software required; Oracle based JDEdwards General Ledger System preferred. • Excellent verbal and written communication skills. • Ability to resolve problems/conflicts in a diplomatic and tactful manner. • Strong leadership skills. • Ability to manage multiple tasks simultaneously. • Strong organizational skills. • Strong analytical and problem-solving skills. • Knowledge of Microsoft Office, including strong Excel skills.
Physical Demands	<ul style="list-style-type: none"> • Ability to operate normal office equipment. • Extensive use of computer. • Ability to sit for extended periods of time.
Working Conditions	<ul style="list-style-type: none"> • Normal office environment.

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.