

Accounts Payable Lead

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Company: Auxis

Location: Bogotá

Category: office-and-administrative-support

Accounts Payable Lead

Location CO-Bogotá Posted Date 2 weeks ago(12/28/2023 1:49 PM) Job ID 2023-3038 #

Positions 1 Category FAO

Job Summary

The individual will be responsible for functionally leading the establishment of the Accounts Payable business process outsourcing (“BPO”) operations for a multi-national enterprise with operations in the United States. Responsibilities including working with the Migration Team on the transition of BPO functions from the various markets to Auxis’ Costa Rica Service Center, as well as supporting the to-be process design, organizational design, technology deployment to support these operations. Duties include supervising the full range of day-to-day accounts payable operations, primarily focusing on providing timely and accurate services for invoice and expense account and payment processing, exception handling, vendor and inter-departmental communication, issue resolution, employees’ development and reporting.

Responsibilities

Service Delivery Management

Serve as the primary point of contact for escalated issues, inquiries, and complex problem resolution related to accounts payable.

Review, process, and approve invoices, ensuring adherence to company policies, procedures, and financial controls.

Verify invoices for accuracy, appropriate documentation, approvals, and general ledger coding.

Coordinate with vendors, suppliers, and internal stakeholders to resolve payment discrepancies, invoice disputes, and other accounts payable-related issues.

Develop and maintain relationships with key vendors, negotiating favorable payment terms, discounts, and resolving any vendor-related issues.

Conduct regular audits and reviews of accounts payable transactions to ensure compliance with regulatory requirements and internal policies.

Monitor Team Productivity and QA to ensure alignment with operational standards

Participate in month-end and year-end closing processes, including preparing accruals, reconciling accounts payable transactions, and generating financial reports.

Support internal and external audits, providing necessary documentation, addressing audit inquiries, and ensuring compliance with audit requirements.

Team Leadership

Provide leadership and supervision to the accounts payable team, overseeing their day-to-day activities and ensuring timely and accurate completion of tasks.

Assign and prioritize workload, monitor progress, and ensure team members meet client-specific targets and deadlines.

Performs regular huddles to ensure clear goals for work assigned, clearing backlog, and team performance vs operational standards

Complete minimum monthly 1:1 with direct reports in order to provide feedback and coaching

Provide training, mentoring, and guidance to accounts payable team members, ensuring their professional development and adherence to best practices.

Operational Management

Analyze accounts payable data, identify trends, and provide insights to management for

costsaving opportunities, process improvements, and vendor management.

Assist in the development and implementation of accounts payable policies, procedures, and controls to improve efficiency, accuracy, and compliance.

Prepares Service Levels reports for areas in scope

Keep BI data and dashboard updated

Creates and maintains BI Dashboards to support performance management practices

Act as backup for supervisor when needed

Stay updated on industry trends, emerging technologies, and regulatory changes related to accounts payable, and recommend and implement process improvements accordingly.

Identify and implement automation and digitization opportunities to streamline accounts payable processes, reduce manual efforts, and improve productivity.

Key Metrics

Service Delivery

SLA/SLR Performance

Team Productivity

Commercial Management

Client Satisfaction (NPS)

Team Leadership

Employee Attrition- 20%

Employee Engagement

Talent development-

Compliance & Administration

Security Compliance

Policy Compliance

One on Ones

Performance Evaluations

Skills and Experience

Requirements

Bachelor's degree in accounting, finance, or a related field.

Relevant certifications (e.g., Certified Accounts Payable Professional) area is a plus.

Proven experience (4+ years) in accounts payable or a similar finance role, with progressive responsibilities and at least 2 years in a leadership or supervisory position.

Thorough knowledge of accounts payable principles, practices, and procedures.

Proficiency in using accounting software and ERP systems, with advanced Excel skills.

Strong analytical and problem-solving abilities to address complex payment issues, discrepancies, and process inefficiencies.

Excellent attention to detail and accuracy, with the ability to work efficiently under tight deadlines.

Strong leadership and interpersonal skills, with the ability to effectively communicate and collaborate with stakeholders at various levels.

Proven track record of driving process improvements, optimizing accounts payable operations, and managing vendor relationships.

In-depth understanding of financial controls, compliance, and regulatory requirements related to accounts payable.

Excellent written and verbal communication skills.

Ability to handle sensitive and confidential information with discretion and maintain a high level of professionalism.

About Auxis

Auxis prioritizes employee growth and development to help you advance your career. Auxis' culture empowers you to be your best in the interest of a common team goal. We are constantly striving to improve our culture and environment and have invested in tools to continue to have better visualization of the pulse of our organization.

Benefits

Health benefits including medical, vision, and dental.

Asociacion Solidarista

Training and development programs

Employee recognition program

Paid time off and family-paid leave

Paid day off for your birthday!

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