

Accounts Payable/Receivable Supervisor

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Company: Auxis

Location: Bogotá

Category: office-and-administrative-support

Accounts Payable/Receivable Supervisor

Location CO-Bogotá Posted Date 2 weeks ago(12/28/2023 1:45 PM) Job ID 2023-3045 #

Positions 1 Category FAO

Job Summary

The main purpose of this function is to ensure that all receivables and payables are managed efficiently and effectively, in accordance with established service levels and other contractual requirements. On the AP side the individual will be responsible for the oversight of the scanning, indexing, coding, approvals and processing of vendor invoices, processing of vendor payments, invoice matching processing, good receipt troubleshooting. The Accounts Payable Supervisor should focus on ensuring the overall quality and efficiency of the Accounts Payable processing area and serve as the primary liaison to client Accounts Payable management. In addition, the Accounts Payable Supervisor will actively participate in all transactional activities, including invoice processing from the PO conception to the payment execution. On the AR side the Supervisor will be responsible for overseeing and managing the accounts' receivable function, ensuring the timely and accurate processing of invoices, collections, and reconciliation of accounts. The ideal candidate will have a strong background in accounts receivable, excellent leadership skills, and a keen eye for detail. This role requires the ability to work in a fast-paced environment, handle multiple tasks, and collaborate effectively with both internal teams and external clients.

Responsibilities

Service Delivery Management

Review, process, and approve invoices, ensuring compliance with 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.

Monitor and enforce adherence to payment terms, discounts, and contractual agreements with vendors.

Manage the day-to-day operations of the accounts receivable department, including invoice generation, posting of payments, and collections activities.

Ensure timely and accurate billing and invoicing, reviewing invoices for accuracy, completeness, and compliance with company policies and client requirements.

Monitor accounts receivable aging and take necessary actions to minimize overdue payments, including initiating collection efforts and coordinating with relevant stakeholders.

Review and reconcile accounts receivable sub-ledger to general ledger, investigating and resolving any discrepancies or issues.

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

Support team leads by acting as a back up.

Ensuring scope of services assigned to the account are completed timely, accurately, and within productivity standards

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

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

Ensure timely and accurate 1099 reporting and compliance with tax regulations.

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

Team Leadership

Supervise and lead the accounts receivable and payable teams, providing guidance, training, and performance feedback to ensure efficient and accurate processing of invoices and payments and promoting their professional development and adherence to best practices.

Oversee the day-to-day operations of the accounts receivable and payable department, including task assignment, workload management, and prioritization.

Maintain attrition levels on target for accounts in scope.

Oversee customer communications and ensure proper distribution to the staff.

Participate in the recruitment and onboarding of new team members, fostering a positive and productive work environment.

Operational Management

Supervises and approve various finance and accounting activities, including preparation of reports and statistical data detailing operational results.

Ensure accomplishment of productivity and quality targets for teams in scope.

Work with client operational peers to understand daily / weekly / monthly assignments and ensure on-time and accurate delivery.

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

Account Management

Support and provide subject matter expertise on monthly SLR meetings with clients.

Support consistently achievement of service level agreements with customer and maintain NPS target.

Innovation Agenda

Support the implementation of operational analytics platforms and innovative technologies aimed to improved efficiency and organization

Analyze accounts payable data, identify trends, and provide insights to management for costsaving opportunities, process improvements, and financial reporting.

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

POD Productivity & Quality

Innovation

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

Proven experience (5+ years) in accounts receivable and payable or a similar finance role and at least 2 years in a supervisory or leadership position, leading groups of 10-15.

Knowledge of US GAAP.

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

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 prominent 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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