

Accounts Payable Manager | \$85-100k
Full Time, Onsite, Direct Hire

We are seeking a talented Accounts Payable Manager to join a thriving team in the construction industry in the tri-city area! As the Accounts Payable Manager, you will play a critical role in the daily operations of the AP department. You will be responsible for managing a team of AP specialists, ensuring the efficient processing of vendor invoices, and driving process for the department. Your strong analytical, leadership, and communication skills will propel your success in this role. If you are a highly motivated and experienced Accounts Payable Manager looking to join a dynamic team in the construction industry with a 45-year reputation for success, we want to hear from you! [Apply now here](#) or call Aileen at (888) 303-5627 for more information about this incredible opportunity!

Key Responsibilities

- Manage and lead the AP department, including specialists, by setting clear goals and objectives and ensuring they are met.
- Effectively utilize Concur to process vendor invoices, enter corporate payments, and post reconciliations.
- Identify opportunities to enhance procedures and workflows to meet operational needs and improve the accuracy and efficiency of the accounts payable system.
- Review applicable accounting reports and the accounts payable register to ensure accuracy in all transactions.
- Close the Accounts Payable ledger in a timely manner at the end of each month.
- Serve as the primary liaison between the AP Department and external parties, ensuring excellent customer service and clear communication.

Key Qualifications

- 4+ years of Accounts Payable experience, including some as a manager
- Experience with a large ERP system (Sage Intacct preferred)
- Concur experience a plus
- Ready to build lasting relationships, tackle challenges as they arise, and lead the AP team to success