

## Accounts Payable Manager Search

Title: Accounts Payable Manager  
Location: Seattle, WA  
Reports To: Controller  
Organization: Successful Biopharmaceutical Company

### Position & Responsibilities:

Accounts Payable Manager to perform a critical role in a fast growing environment. The AP Manager will assist with existing processes, achieve needed efficiencies, interact with all levels of the organization, drive to improve and succeed while attending to day to day requirements. Looking for an expert in all things AP

### Essential Duties and Responsibilities

- The A/P Manager will manage a staff of 2 - 3
- Managing cash flow and accounts payable aging
- Ensuring all payments are properly recorded and approved in accordance with internal controls over financial reporting
- Work directly with C level approvers
- Work closely with purchasing and operations personal to establish effective routines for vendor set up and purchasing order insurance
- Responding, establishing and managing processes for handling vendor inquiries
- Reviewing and approving employee expenses by applying the corporate travel policy while adhering to the regulatory requirements for data collection
- Managing regulatory reporting under the Sunshine Act, etc.
- Managing corporate credit card processes
- Data entry, when volumes are at higher capacity
- Increasing expediency in invoice processing by driving automation and systematic changes
- Improving aging reporting
- Establishing routines to insure efficient accrual processes in the closing process
- Critical role in the implementation of a new ERP system
- Working with system administrators on the employee expense system to update

and improve audit rules for end users

Education Requirements and Experience:

- BA degree in Accounting, Finance, Business Administration
- 4 + years of accounting management experience
- 5+ yrs. of accounts payable experience
- ERP system utilizing an AP module, Concur, Oracle Fusion
- Solid GAAP and SOX experience

Salary depending on experience + benefits + bonus + stock

For additional information please contact:

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