



## Position Guide

Title	ACCOUNTS PAYABLE SUPERVISOR	Pay	CRM034
Reports to	Manager – Cost Accounting, Payroll, and Accounts Payable	FLSA	Salary
Directs Work of	---	Status	Full-Time
Department	Cost/Payroll/AP	EEO Cat.	1C
Location	Manitowoc Corporate Office	Group	Finance

### GENERAL SUMMARY:

Responsible for managing Accounts Payable department resources. Assist in projects to provide accurate and timely financial information to management. Also responsible for performing various assigned cost accounting duties on an accurate and timely basis.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Manage the human resources of the Accounts Payable department.
- Insure the accurate, timely processing of Accounts Payable invoices.
- Complete documentation and reporting on Accounts Payable efficiencies.
- Assist with preparation of fiscal close schedules.
- Insure the accurate and timely completions of can reconciliations.
- Assist in preparation of annual budgets.
- Provide backup to the Cost Accounting personnel.
- Assist with other accounting projects.
- May be responsible for projects or other jobs as assigned.

Prepared by	Date	Approved by	Date
Approved by	Date	Human Resource Department	Date

The above is intended to describe the general content of and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The principle duties and responsibilities enumerated are all essential job functions except for those that begin with the word "may."  
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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Four year degree in Accounting or equivalent experience.
- Three to five years experience in accounting principles and ability to apply them.
- Personal computer knowledge, with experience in Excel preferred.
- Analytical and organizational skills.
- Ability to work with detail.
- Ability to work well with others in a team atmosphere.
- Ability to prioritize job duties in order to meet deadlines.
- Problem solving skills.

**TEAMWORK AT LAKESIDE (TAL):**

- Through individual and team efforts, enthusiastically work toward the continuous improvement of his/her job, work area, department and Lakeside as a whole. Fully participate in TAL by "living" Lakeside's Standards of Conduct and being an active member of operational and project teams. By action and work, clearly and visibly demonstrate the spirit of teamwork, cooperation and respect for others in all business transactions and exchanges.

**WORKING CONDITIONS:**

- Normal office environment, where there is no physical discomfort or hazards due to temperature, dust, noise or the like.