



Title: Accounts Payable Supervisor
Location: Lansing, MI
Function: Accounting
Details: Full-time Permanent
Date posted: 04/12/2023

EDL owns and operates a global portfolio of power stations in Australia, North America and Europe. Our vision is to be the leading global producer of sustainable distributed energy. At EDL, we are playing a key role in the world's transition from traditional energy sources to decarbonised solutions.

Reporting to the Accounting Director the Accounts Payable Supervisor will be responsible for managing a team of AP Coordinators and oversee day-to-day AP operations which includes but not limited to, receiving invoices, ensuring accurate coding, and paying vendors in a timely manner.

Key Responsibilities

- Oversees all aspects of the Accounts Payable department to ensure that work is being done timely and accurately
- Identifies and present suggestions for process improvements
- Directs and lead team of AP Coordinators; plan, prioritize, assign, and supervise work performed by the team
- Leads training of AP Coordinators in current and new tasks
- Collaborates with Director of Accounting and ERP manager on Oracle implementation of accounts payable system
- Analysis of invoices and expense reports for accuracy and eligibility for payment
- Develops guidelines for proper handling of invoices to maintain general ledger expense accounts and inventory records
- Reconciles accounts payable aging and general ledger with other applicable records
- Maintains the accuracy and integrity of the vendor master data
- Reviews all incoming bills for appropriate documentation and approval prior to payment
- Researches and corrects discrepancies and conducts audits of vendor bills
- Processes AP payments; primarily ACH, wires and checks, while ensuring Accounts Payable schedule is met, and accruals are recorded as necessary.
- Facilitates correct and timely preparation of budget reports and purchase journals
- Ensures proper recordkeeping of purchases for use in tax preparation and periodic audits
- Maintains compliance with accounting policies and procedures

Qualifications and Experience

- Bachelor's degree in Accounting
- 5-10 years of accounts payable experience with progressive increase in responsibilities including at least 2 years of experience in a managerial or supervisory role
- Oracle system experience – preferred, not required
- System implementation – preferred, not required
- Strong communication and interpersonal skills
- Ability to provide positive leadership and promote teamwork
- Strong attention to detail and meeting deadlines
- Ability to identify business improvement opportunities

EDL is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer.

To apply, please send your current resume and cover letter to employment@edlenergy.com, referencing the title of this role.

Applications open until position filled