

Accounts Payable Manager
Duke Kunshan University
Job Description

Position Overview:

To overview and optimize the accounts payable procedures to ensure the payments of procurement and reimbursement are processed and recorded properly, accurately and timely.

Reports to:

Financial Controller

Essential Duties:

- Manage and maintain a competent, stable and efficient team to perform daily AP work and duties in a timely and accurate manner.
- Keep optimizing the AP procedures for continuous improvement on work quality and work efficiency. Maintain and update the AP policy and procedures manual.
- Review journal entries prepared by AP team to ensure that all the transactions are posted accurately and compliantly.
- Manage and control other daily/monthly AP operations, which include reconciliation review, issue solving, monthly AP closing etc.
- Keep a good communication with other functional officers and stakeholders.
- Provide trainings to team members periodically to keep increasing the work quality and efficiency.
- Organize introduction session to other staff and faculty to help them learn university reimbursement policy and procedures.
- Work with the whole Finance team to make sure the on time closing and provide support for internal and external audits.
- Perform other ad-hoc assignments as needed.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Bachelor's degree in Accounting/Finance.
- 8 years or above relevant work experience.
- 3 years or above team management experience.
- Good customer service mindset and communication skill.
- Detail/Result oriented and quick learner.
- Ability to work effectively both independently and as a team player.
- Fluency in written English and oral English.
- Be familiar with MS Office and ERP System.