



## Accounts Payable Manager

### Company Overview:

Our horticulture company specializes in the cultivation and sale of plants to major retailers. We are committed to delivering high-quality products to our customers while maintaining efficient business operations.

**Position Title:** Accounts Payable Manager

**Reports To:** Director of Accounting and Director of Administration

### Job Summary:

We are seeking a detail-oriented, driven, organized, and reliable Accounts Payable Manager to oversee the financial transactions related to vendor payments within our company. The Accounts Payable Manager will be responsible for managing all accounts payable processes utilizing our ERP system, Sage X3.

### Key Responsibilities:

1. Manage and oversee the accounts payable function, ensuring accurate and timely processing of invoices, payments, and expense reports.
2. Maintain vendor relationships and resolve any discrepancies or issues related to invoices or payments.
3. Review and approve vendor invoices for payment within established guidelines and policies.
4. Conduct regular reconciliation of accounts payable transactions to ensure accuracy.
5. Collaborate with the purchasing and receiving departments to verify and reconcile purchase orders, receipts, and invoices.
6. Prepare and analyze accounts payable reports for management review.
7. Assist in the development and implementation of policies and procedures to enhance efficiency and controls within the accounts payable process.
8. Work closely with the accounting team to ensure accurate financial reporting and compliance with company policies and regulatory requirements.
9. Lead the implementation of new bolt-on software for accounts payable and purchasing that integrate with Sage X3.

### Qualifications:

1. Bachelor's degree in Accounting, Finance, or related field.
2. Proven experience (2 years) in accounts payable management or related financial role.
3. Strong knowledge of ERP systems, preferably Sage X3.
4. Excellent attention to detail, organizational skills, and ability to prioritize tasks effectively.
5. Strong communication and interpersonal skills to collaborate with internal and external stakeholders.
6. Ability to work independently and as part of a team in a fast-paced environment.
7. Knowledge of horticulture industry practices and retail vendor relationships is a plus.

**Join Our Team:**

If you are a motivated and detail-oriented professional with a passion for financial operations, we invite you to apply for the Accounts Payable Manager position with our company. Come be a part of our dynamic team as we continue to grow and succeed in the industry.

Apply via email: [hiring@youngspantfarm.com](mailto: hiring@youngspantfarm.com)