



Job Description

Updated 12/27/06

Job Title: Accounts Payable Manager

Summary:

The Accounts Payable Manager will help lead in the daily operations of our business office and accounting department. The Accounts Payable Manager will handle a wide variety of responsibilities including handling issues relating to accounts payable, assisting with preparing financial statements and reports, monthly and year-end closings, account reconciliation, and all other accounting functions. The successful candidate will perform various financial analyses. The Accounts Payable Manager will ensure that the financial records accurately reflect business performance and that financial controls are complied with. The position will report directly to the Controller.

Essential Duties and Responsibilities, Include but are not limited to:

- Manage and direct activities for Accounts Payable.
- Help train all personnel involved in accounting functions. Periodically review physical procedures for proper compliance and function. One of the chief responsibilities of this role is to ensure that all staff are trained properly on accounting policy and procedures and to make sure procedures are operating effectively.
- Perform analytical review of income and expense accounts during month-end close.
- Prepare financial statements in accordance with GAAP.
- Oversee all financial cut-offs for AP.
- Prepare journal entries.
- Ensure that daily and monthly journal entries are posted to the general ledger in a timely and accurate manner.
- Ensure that all accruals have appropriate back-up. Review financials for accuracy.
- Discuss key variances from prior year and budget with management.
- Prepare balance sheet reconciliations.
- Help Controller prepare and coordinate with external auditors all appropriate material for monthly review and annual audits of financial statements.
- Review A/P paperwork for cost adjustments and receiving discrepancies.
- Perform other functions as assigned by her/his supervisor.

Qualifications:

Must have a four-year degree in accounting, finance, or related field. Three to five years of accounting experience. Must have good oral/written communication skills in order to effectively interact with customers, vendors, and other associates. Intermediate level proficiency in Excel and Access is a must with Outlook, Word, and PowerPoint experience a plus. Previous supervisory experience is preferred.

Must be customer service-oriented and team-oriented. Must have good management and organizational skills. Must understand and interpret data presented in statistical or numerical form and be able to use it effectively in assessing and coordinating the needs of the department. Must be able to effectively manage multiple tasks simultaneously. Must be able to climb up and down ladders, reach, bend, twist, kneel, & lift up to 50 pounds. Must be able to work a flexible schedule including weekends, evenings, and holidays.

This job is a salary position with eligibility for a bonus. There are no guarantees for career progression. This does not mean that you will not be considered for other store positions or opportunities. Marvin's culture is to promote from within and special consideration will be given to Marvin's candidates with experience.

Marvin's, Inc. complies with all applicable equal employment laws, including the Americans with Disabilities Act. Qualified individuals with a disability may request reasonable accommodation from the company.

I have read my job description and understand it.

Print Name

Signature

Date