

## Mizkan America, Inc.

### **Job Title: Accounts Payable Manager**

Based in Mount Prospect, IL, Mizkan America is a subsidiary of the Mizkan Group, a global, family-owned company that has been Bringing Flavor to Life™ for over 220 years. As one of the leading makers of vinegars, condiments and sauces in the United States, Mizkan America maintains 12 manufacturing facilities that serve the retail, foodservice, specialty-Asian and food-ingredient trade channels. We are committed to following our two core principles: continuously challenging the status quo and delivering only the finest products for our customers. Our leadership seeks out, embraces and implements ideas for improvement from all of its employees. Transparency and accountability are two key factors that drive our company's overall management approach.

We are looking for people who are seeking to deliver their best so that we can deliver ours. Above all, we're dedicated to maximizing the potential of our greatest assets—our team members. That's reflected in our ongoing commitment to recruit, develop, reward and retain our talented, multicultural workforce. We hope to see you as part of our team's future success!

**SUMMARY:** This position is responsible for overseeing Accounts Payable day to day performance by delegating duties, and making sure daily assignments are carried out in a timely and efficient manner by direct reports. This role will provide team leadership to make sure payable transactions are completed in accordance with US GAAP, IFRS and Corporate policy. The AP Manager will support the Director of Finance and Accounting in communicating and being a role model for company policy and procedures. This position directs and monitors all indirect and direct payables activities across the Mizkan network, completes payment runs and work with IT/banks on any issues. This position also acts as a corporate card administrator, ensuring vendor master information is maintained and monitors expense payable process in COUPA. This role also entails working on special projects to keep leveraging P2P platform and process improvement initiatives. This includes but not limited to ongoing improvements to our D365 ERP system, COUPA, and all systems and activities associated with Mizkan's end-to-end P2P process.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- General knowledge and understanding on Financial Accounting and internal controls related to the purchase to pay process.
- Direct and monitor workflow of invoices using Coupa and other systems.
- Develop, implement, and maintain AP
- Complete payment runs and work with IT/bank on any issues.

- Resolve positive pay exceptions, assist accounting team with Bank reconciliations.
- Resolve payment discrepancy with vendors.
- Monitor discount vendors to ensure timely posting of invoices (Vendor Statement Reconciliation).
- Investigate escalated errors in the P2P cycle. Identify the root cause and resolve with the respective cross-functional teams.
- Monitor KPI's. Implement necessary steps to increase efficiency within the department.
- Effectively manage team by orienting, training, assigning, communicating job expectations, monitoring, and appraising job contributions.
- Work on assigned strategic and/or continual process improvement projects.
- This job description reflects assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned.

#### **EDUCATION, EXPERIENCE, AND QUALIFICATIONS:**

- A completed bachelor's degree in accounting/finance required or equivalent experience.
- Minimum of 7-10 years of AP experience with 5 or more years leading/supervising a team.
- Experience with D365 F&O ERP is a must.
- Experience in manufacturing.
- Experience in practical application of Generally Accepted Accounting Principles
- Problem solving, analytical and organizational skills.
- Proficient with data analytics, report development and presentation skills.
- Ability to motivate/manage staff and develop interactive working relationships.
- Highly organized, strong attention to detail.
- Expert understanding of business processes of accounts payable, purchasing, and general ledger.
- Experience managing and coordinating multiple projects involving cross-functional teams is
- Strong work ethic, high integrity, and excellent communication skills.
- Willingness and flexibility to adapt to changing business needs and deadlines.
- Ability to exhibit a professional business-like appearance and demeanor.