JOB TITLE: **SENIOR ACCOUNTS PAYABLE MANAGER**

REPORTS TO :   CONTROLLER

DEPARTMENT :   FINANCE & ACCOUNTING

LOCATION :   OXNARD, CA

Mission Produce is the largest global supplier of the world's finest avocados. For over 35 years we have invested in people, state-of-the-art technology and avocado-specific infrastructure to expertly serve our customers, growers and partners. Throughout our history we have remained rooted in honesty, respect and loyalty.

Mission Produce owns and operates state-of-the-art avocado packing facilities in multiple global locations including California, Mexico and Peru. In addition, our global distribution network includes 11 forward distribution centers in North America, China and Europe. Over the past 35 years, Mission has become recognized as the leader in the worldwide avocado business.

JOB SUMMARY

The Senior Accounts Payable Manager will oversee all aspects and phases of the accounts payable function for our growers and trade vendors and will manage the daily/weekly/monthly activities of the accounts payable and grower accounting teams. The Senior Accounts Payable Manager will require strong leadership attributes and will be tasked with optimizing department processes while adhering to and strengthening Mission's internal control environment. Lastly, an essential element of this role will be building strong relationships with key stakeholders in the accounts payable function, including strategic vendors, Mission's grower base, and the Field and Sourcing teams.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Ensure that only invoices which are approved and properly substantiated in accordance with Mission's delegation of authority, or which reference valid purchase orders in a 3-way match, are vouchered and paid
- Perform periodic reviews and reconciliations of vendor statements
- Maintain vendor database to ensure vendor and grower data are accurate

- Ensure timely processing of annual 1099 tax forms and withholding tax filings
- Coordinate with the purchasing department to resolve discrepancies between the invoice and its related purchase order
- Process payments to growers and vendors accurately and timely
- Provide timely grower statements and reconcile packed volume with harvested volume by grower
- Accurately update grower pool pricing and verify the completeness and accuracy of any deductions assessed against the grower's return
- Detailed review of individual grower lots to ensure that the quantities of fruit consigned reconcile with quantities sold and in inventory
- Adhere to, support, and strengthen Mission's internal control environment
- Document and maintain accounts payable process workflow documents
- Responsible for hiring, training, coaching and writing performance evaluations
- Coordinate and respond to requests for audit support

MINIMUM QUALIFICATIONS & REQUIREMENTS
- Bachelor's degree in accounting, finance, or related field
- Minimum of 10 years of prior work experience in Accounts Payable with a minimum of 5 years of supervisory experience
- Prior agricultural experience preferred
- Experience with Microsoft Dynamics or similar ERP
- Advanced ability to use and demonstrate proficiency with Microsoft Office Applications to analyze and troubleshoot information/data, develop and use spreadsheets, statistical analysis and trends
- High level proficiency with Excel required
- Flexibility to work on special projects and unexpected events while completing routine tasks on a timely basis
- Able to work and make decisions with a sense of urgency, adhering to tight schedules and simultaneously managing several projects
- Strong ability to be hands-on, work independently, and remain self-motivated with minimal direct supervision
- Proven ability to be result focused, metric driven, and translate priorities and actions into measurable results
- Excellent problem-solving skills with a strong ability to effectively identify problems by framing issues, leveraging data, and developing and implementing solutions

- Customer service driven