

MIRAMAX

Position Title: Accounts Payable Supervisor

Location: Santa Monica, CA

Reporting To: Director, Accounting

Summary

The Accounts Payable Supervisor is responsible for supporting the day to day AP operations, managing vendor relationships and ensuring the Company is in compliance with various tax reporting guidelines (e.g. 1099, 1042, etc.). On average, the Accounts Payable Supervisor will be responsible for processing 700 to 800 vendor invoices per month (~130 checks and ~30 wire transfer payments per month). In the short term, the Accounts Payable Supervisor will work as part of a team to effectively transition Miramax onto a new accounting system and will assist in establishing procedures and processes to support that accounting system.

Responsibilities

- Perform and manage weekly full cycle accounts payable process.
- Process/review accounts payable documentation for accuracy, completeness and conformance with policy for disbursement
- Assist Accounting Manager/Staff Accountant in preparing weekly check run (e.g. ensure all invoices due for the period are properly entered in the accounting system and approved by authorized personnel.)
- Analyzes, resolves and answers complex or difficult issues presented by Finance Department, company staff and vendors
- Periodically reviews vendor master files and recurring payments for reasonableness and accuracy
- Lead/perform quarterly and annual processing and reporting, including but not limited to 1099 and 1042 reporting
- Formulates, recommends and implements changes to department policy or procedures to ensure integrity of the accounts payable cycle
- Vendor file maintenance in AP system
- Work closely with other Finance Department team members to meet month-end close deadlines
- Interact on a regular basis with upper management and external vendors as well as other internal customer departments to integrate solutions that meet the Company's goals both financially and operationally
- Special assignments and analysis as required

Requirements

- 5+ years of accounts payable processing experience
- Experience with the set up and maintenance of the vendor master file
- Experience with 1099 and 1042 processing/reporting
- SAP knowledge is preferred
- Experience in the entertainment industry is preferred
- Accounting Degree is preferred
- Experience in processing participation payments is preferred
- Proficiency with Excel and Word

To Apply

- Please send resume & cover letter to careers@miramax.com and include "Accounts Payable Supervisor" in the subject line.