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# Example of Account Receivable Manager Job Description

Our innovative and growing company is looking to fill the role of account receivable manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for account receivable manager

* Support Accounts Receivable Clerks on a daily basis and train new team members
* Ensure COD reconciliation done properly and remit to customer as agree lead time
* The position may manage the accounts receivable pledge processor as a direct report
* Establish goals and expectations for direct reports
* Manage aged trial balance
* Liaise with customers to ensure payments are received on time
* Liaise with Sales department to ensure timely authorisation of claims
* Ensure that payments received are allocated correctly
* Ensure there are no unallocated receipts at the month end
* Make recommendations to changes in Bad Debt Provision

## Qualifications for account receivable manager

* While performing the duties of this job, the employee is frequently required to walk, talk, and/or hear
* This is an opportunity for a leader with a minimum 5 years of credit and collection experience in a similar environment and will ideally have experience in the apparel or related industry
* Knowledge of ERP systems, Microsoft Dynamics AX system desired
* Master's degree or up to 7 years of experience
* Previous experience in Finance Shared Services for a Global company a strong plus
* Ability to recognize an issue or concern, research best practices for resolution and set a plan in place to resolve the problem