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# Example of Account Receivable Manager Job Description

Our growing company is looking to fill the role of account receivable manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for account receivable manager

* Responsible to drive Customer outcomes through positive customer experience in finance related
* Will manage physician billing revenue cycle processes and vendors
* Works with one up to develop department goals in alignment with organizational goals
* Day-to-day planning, oversight, and maintenance of Revenue Cycle workflow to achieve efficient and effective processes
* Oversees the job functions of staff as it relates to the process flow and encourages ongoing skill development and hands-on problem solving within and outside the department
* Acts in a proactive manner to identify issues, develop resolution and implement change within department/organization objectives
* Identify and implement quality improvement initiatives geared toward improved customer/employee satisfaction
* Ensures successful management of daily department operations
* Conducts regular department meetings for purposes of education, goal monitoring, and feedback
* Balances operational needs, resources, and timelines

## Qualifications for account receivable manager

* Proven ability to develop and use creative & innovative methods and judgment to enhance the overall effectiveness/quality of the pledge processing system without compromising internal controls
* Ability to maintain professionalism, discretion, and confidentiality at all times
* Minimum of 2 years Account Receivable and Collection or relevant experience
* Provides leadership in problem identification and resolution
* Bachelor’s Degree in Business Administration, Finance, Accounting, Healthcare Administration or related field required
* Experience in Revenue Cycle preferred