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# Example of Account Receivable Manager Job Description

Our company is looking to fill the role of account receivable manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for account receivable manager

* Be a leader with proactive approach within a team to deliver continuous improvement
* Coordinate delivery of documentation requested by internal/external auditors
* Support manager with leading the AR team to ensure meeting the agreed SLA
* Act as Cluster Manger back up in case of need
* Proven experience in a AR Manager/FP&A/Credit Role
* Bachelor degree in Finance, Accounting or Business preferred
* A positive, can do attitude with strong interpersonal skills
* People Development activities that include building, retaining talent, developing, engaging, rewarding and recognizing individuals and the team setting and supervising career paths
* Responsible for performance reviews and Salary Planning
* Drive efficiency & productivity across AR teams

## Qualifications for account receivable manager

* Affinity with IT – understanding of ERP system SAP (D)
* Strong planning and organizational skills with the ability to manage multiple priorities
* Ability to handle numerous requests from internal and external sources in a courteous, professional and collaborative manner
* Ability to communicate effectively to all audiences, including physicians, peers, coders, billers, and payers
* Experience in streamlining processes, project planning, and public speaking
* Highly motivated, detail oriented with the ability to motivate teams and/or co-workers