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# Example of Accounts Receivable Manager Job Description

Our growing company is hiring for an accounts 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 accounts receivable manager

* Manage billing process and distribution of invoices to customers
* Project ACE lead for Accounts Receivable
* Oversee the complete cash application process for all payments received in multiple bank accounts and multiple currencies(for both NJ AR team and Wipro team)
* Perform month end close operations- perform the reconciliation of AR on a monthly basis
* Release of blocked orders on a daily basis for all accounts across all AR areas( CI, CE, USW)
* Prepare letter of credit documentation for presentation to banks for payment on a monthly basis
* Monitor all Standby letters of credit
* Perform journal entries on a monthly basis/as needed
* Fulfill escheatment requirements throughout the year, includes reports, refund checks and journal entries
* Communicate and liaise with CI/USW/CE Sales, Customer Service, International Freight Forwarders and Distribution Centers

## Qualifications for accounts receivable manager

* General ledger accounting knowledge
* Strong communication skills and experience working with top level executives
* Manage intercompany accounts receivable, payments and Journal entries
* Provide AR information to auditors for intercompany accounts
* General “go-to” contact in AR on daily basis
* 5-7 years of relevant experience in retail/accounts receivable(domestic & international), with letter of credit experience