Downloaded from <https://www.velvetjobs.com/job-descriptions/accounts-receivable-manager>

# Example of Accounts Receivable Manager Job Description

Our company is searching for experienced candidates for the position of accounts receivable manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts receivable manager

* Process credit applications for new customers
* Resolve all customer issues related to the collection of outstanding receivables
* Establish effective business relationships with customers and partners
* Research and reconcile all chargebacks from retailers including warehouse logistics and routing chargebacks
* Liaison with sales and customer to reduce chargeback's and increase revenue
* Manage the RTV process and issued return authorizations including issuance of credits
* Reconcile various student discounts, petition waivers, write offs, sponsorships, prepare reports for review
* Operations of a collection team
* Develop training material to train team members identify training needs for department
* Personnel management coordinating work-flow for timely completion of tasks

## Qualifications for accounts receivable manager

* Four-year college degree with a major in Accounting or Finance or equivalent experience
* At least two years working in a manufacturing setting
* Great Plains software experience preferred but not required
* An outgoing, positive attitude and the ability to work alone part of a team
* Demonstrated knowledge of Great Plains
* Bachelor’s Degree highly preferred but not required