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# Example of Accounts Receivable Manager Job Description

Our company is growing rapidly and is hiring for an accounts receivable manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for accounts receivable manager

* Working with all departments to assure timely and accurate procedures
* Liaising with our Business Process Outsourcing Partner in monitoring the fulfillment of the SLA`s on customer master data, disputes timely resolution and cash application procedures
* Tailoring on credit limit reviews with the Credit Analysts on all customers on the assigned geographic Hub
* Coach and develop a team of up to 12 people and hold regular 1-1 with your team members to develop engagement and commitment
* Responsible for the review and approval of all manual journal entries booked by the AR team
* Identifies payment discrepancies and initiates dispute resolution process
* Manage activities and reports related to accounts receivables functions specific to Managed Care, ERA, and/or Medicare/Medicaid
* Ensure AR Accuracy processes are performed efficiently and effectively
* Manage the delivery and quality of service, team workload and control the AR-related functions in the US FSSC
* Use and develop your existing skill set to recruit, build, and motivate this growing team to achieve success

## Qualifications for accounts receivable manager

* Bachelor’s Degree with fundamental knowledge of accounting, specifically as it relates to revenue recognition and understanding of controls as it relates to revenue recognition
* One to two years’ managerial experience in a general accounting/ Accounts Receivable Corporate environment with a total of 5 years work experience
* Minimum of three years Managerial experience preferred
* Requires 7+ years of relevant experience in related area
* Comprehensive understanding of the full AR cycle the functional/departmental interdependencies across the entire OTC process
* Strong people management and leadership skills is essential