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# Example of Accounts Receivable Supervisor Job Description

Our company is hiring for an accounts receivable supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts receivable supervisor

* Use of SAP Accounting System
* Account reconciliation and collection, including debit and credit research
* Applying accounting knowledge to resolve ticket requests and to approve team proposed ticket resolution
* Responsible for ensuring the timely reconciliation and application of all chargeback items, refund requests, adjustments and collections
* Analyze and communicate business performance against KBIs (ex
* Identify and resolve outstanding customer inquiries with appropriate HQ functions, business unit management, and/or support functions (ex
* Prepare daily cash receipts checks and wires for posting
* Process daily, weekly, bi-monthly summary billing
* Update customer accounts
* Update AR aging reports weekly

## Qualifications for accounts receivable supervisor

* Ability to develop policies and procedures
* And a sense of humor!
* Issue tax and freight credits upon requests
* Reconcile accounts applied on account payments
* Approve sales orders or put orders on hold for non-payment
* Regularly communicate with business owners regarding receivables activity