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# Example of Accounts Receivable Supervisor Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of accounts receivable supervisor. 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 supervisor

* Work with the Credit Director on developing collection procedures
* Supervise and support department in all billing functions, providing training and direction, while ensuring accurate, timely invoicing of all clients
* Ensure the accuracy, efficiency and timely completion of all Accounts Receivable records and reporting in accordance with all legal, fiscal, US GAAP, statutory corporate requirements and regulations
* Be the first point of contact for internal/external customers in all issues and take care of the highest level maintained relationships
* Maintain AR staff by managing workload and resources
* Lead the team to ensure effective work organization and monitor team KPIs
* Support, coach and develop team members, ensure appropriate training to share the knowledge and best practices among teams
* Pro-actively identify areas for improvements and participate in projects implementation
* Actively participate in development of Accounts Receivable policies and procedures for all PMI legal entities handled by SCE and ensure all controls requirements are fulfilled
* Supervise accounts collection efforts

## Qualifications for accounts receivable supervisor

* Prior experience working with chargebacks a plus
* Minimum 6-8 years of experience in business unit accounts receivable and billing
* Being able to partner up with different departments
* A minimum of 6 years of related expereince and 1-2 years of leadership experience
* Knowledge of Microsoft Office Suites and Oracle Preferred
* Workday Finance, Callidus, Salesforce, AS400 knowledge is a plus