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

# Example of Manager, Accounts Receivable Job Description

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

## Responsibilities for manager, accounts receivable

* Detail oriented and consistent attention to accuracy
* Review/approve broadcast orders – checking for credit, contra versus cash, co-op, new business
* Be responsible for the overall health of company’s AR
* Manage daily/weekly/monthly cash flow reporting metrics
* Prepare weekly working capital metrics
* Manage problematic AR accounts
* Work directly with AR supervisors & FinOps teams to streamline processes
* Hands on management of the corporate office accounts receivable department
* Responsible for the performance of all accounts receivable functions including maintaining accurate customer ledgers, monitoring accounts, posting cash receipts, credit card receipts, ticketing receipts, box office receipts, managing credit card merchant accounts company-wide, producing accurate agings and other reports as necessary for management review
* Assist with the financial closing process including reconciliation and analysis of accounts as necessary

## Qualifications for manager, accounts receivable

* Acts as company wide system “expert” on proper policy and procedures for accounts receivable processing
* Execute special projects as necessary at the direction of the CFO and Controller
* Support the Director to coordinate and plan monthly activities to ensure work is complete, accurate, and prepared timely and efficiently
* Oversee relationship of Analysts with customers
* Assist with hiring and training of new employees as needed
* Must be able to manage individuals, train and influence change