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# Example of Manager, Accounts Receivable Job Description

Our growing company is looking to fill the role of manager, accounts receivable. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager, accounts receivable

* Ensure correct coding of all customer invoices and payments are timely process in the ERP system
* Large volume of monthly reconciliations (customer statements and correct discrepancies as necessary)
* Support financial statement external and internal audits
* Handle adjustments and special arrangements on terms of payment
* Prepare monthly aging reports
* Analysis of over-payments, refunds, partial payments
* Other functions within the department as needed
* Daily management of Cash Application team members including hiring, training, scheduling and monitoring team workloads, and evaluating and driving individual performance
* Daily management of Cash Application business processes and the Accounts Receivable system
* Tier 1 support and expertise for Customer Logistics Account Teams, other SBAs, and other departments related to the Accounts Receivable system

## Qualifications for manager, accounts receivable

* Must have current Construction background
* Use of Timberline or Texture Software a PLUS!
* Credit dashboard development
* Coach/Mentor team members wherever required
* Handle any escalations and setup proactive measures to ensure error free operations
* Support team priorities and initiatives and effectively manage workload