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# Example of Supervisor, Accounts Receivable Job Description

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

## Responsibilities for supervisor, accounts receivable

* Resolve payment issues with clients negotiate payment plans for delinquent accounts
* Perform department metrics and provide feedback to Sr
* Maintain accurate records of all transactions affecting responsible areas and provide financial information to all departments in the company outside auditors
* Meets accounts receivable operational standards by contributing information to strategic plans and reviews
* Provides regular reporting and analysis of AR aging, variances, DSO, returns, AFDA, to key senior managers in the business
* Oversee and approve daily deposit reconciliation to the general ledger
* Through subordinate staff, implement financial control procedures and systems
* Hiring, training, coaching, and setting employee objectives and evaluation of performance
* Plans, assigns and directs the work of the AR Direct Deductions department
* Coordinates special projects and testing new methods of auditing to keep up with the ever-changing and multi-channel environment

## Qualifications for supervisor, accounts receivable

* Proficient in using Microsoft Excel spreadsheets
* They will need to be experts on cash application collections
* Good service attitude with regard to customers and internal staff like station managers
* 10+ years of AR Management
* Proven success in streamlining, developing KPI's and the ability to identify areas of improvement
* Success in significantly reducing DSO