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# Example of Supervisor, Accounts Receivable Job Description

Our growing company is hiring for a supervisor, accounts receivable. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for supervisor, accounts receivable

* Facilitate the identification of issues and solutions with staff related to delays in receiving payment
* Ensure compliance with federal, state and local regulations and statues for all payers
* Analyze, interpret and communicate accounts receivable issues to regional Field Operations
* Work with Field Operations leaders on bad debt reserve setting
* Ownership of the accounts receivable process to generate customer invoices on a daily, contractual or monthly basis depending on customer agreements ensuring accurate invoicing and the shortest business cycle from customer invoice to cash collection
* Maintain customer tax exemption forms and other tax or legal compliance requirements for proper invoice generation
* Coordinate and collaborate with Sales and Sales Administration teams to research and develop solutions to customer issues concerning invoicing, service performance or product failure to ensure proper revenue recognition and customer invoicing adjustments
* Prepare the daily cash application transactions ensuring all cash receipts are applied timely to the proper customer account and specific invoices including resolution of payment discrepancies (short pay, overpayment, tax remittance or retainage items)
* Design, evaluate and recommend more efficient means of gathering and reporting key accounts receivable metrics to management on a monthly basis to facilitate sound business decisions
* Assisting supervisor with special projects

## Qualifications for supervisor, accounts receivable

* Must have a willingness to delve into a problem and understand the root cause
* Must be capable of making sound business decisions
* Must have knowledge and understanding of accounting principles and processes
* Proficient in Excel spreadsheet development, including the ability to create formulas & schedules
* Experience with accounting and billing software
* Experience with Oracle BRM and CRM