



# Example of AR Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of AR manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for AR manager

- Prepare contingency plans to mitigate risk on supply and cost
- Primary administrator of established QA processes and monthly review
- Supervises production line supervision to ensure product is produced according to Company specifications and meet production, usage, and labor objectives
- Oversees the overall cleanliness of the plant production areas
- Assures compliance of OSHA regulations and corporate policies
- Responsible for assuring work force is properly trained in job requirements
- Ensures flow of critical information to all levels and shifts of plant management
- Coordinate production requirements with maintenance and engineering to ensure plant objectives are obtained
- Maintains a safe work environment for all employees
- Complies with all company safety policies and procedures complying with all OSHA rules and regulations

## Qualifications for AR manager

- Knowledge of cash, facility and safety control policies and practices (deposits, store keys, SAFE program)
- Minimum requirements include Post graduation or a Master's Degree Accounting/Finance or a related field
- 5 years of relevant experience in Accounts Rec

- Monitor efficiency and effectiveness of outsourced billing and collections function, ensuring Group policies are adhered to
- Ability to think strategically and interact with all levels of the organization