



Example of AR Manager Job Description

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Our company is looking to fill the role of AR manager. 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 AR manager

- Plays significant role in career development of the team
- Drives execution of vision and goals for the team
- Setting up process priorities and aligning with overall organization goals
- Driving organization's collection strategy, plays a leader's role in improving collection efficiencies, spearheads development and implementation of collection tools and other automation
- Exploring upstream/downstream improvement opportunities by working with business partners, identifying root causes and builds long term solutions
- Building long term relationship to improve collection lifecycle
- Evaluating and communicating accounts receivable controllership risks with the Finance Operations, assessing the adequacy of existing controls and implementing new controls as needed
- Operationalizing policies, documentation and implementation, and procedural compliance with the Sarbanes-Oxley Act
- Ability to lead and contribute in other process areas like cash application, credit notes management, vendor/customer contact management
- Hands on experience of managing and leading a team of 50-60 members including operational managers across receivables processes

Qualifications for AR manager

- Minimum of two years finance experience, reporting/analysis role

- BS in forestry, BS/BA in a related field
- At least three years practical experience in logging
- Ability to use cost, volume, quality and other supplier data to evaluate performance