

Example of AR Supervisor Job Description

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Our innovative and growing company is looking to fill the role of AR supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for AR supervisor

- Coordinating team schedules to ensure adequate coverage
- Monitoring and reviewing Analysts work to ensure it is accurate and timely
- Ensuring compliance with HR requirements in support of up to 10 direct reports including performance appraisals
- Resolving issues and escalating as appropriate
- Ensuring process and procedure documentation is accurate and up to date
- Preparing month end reporting including scorecards and deduction accrual explanations
- Providing support for ad hoc requests
- Facilitating deduction resolution between Sales and our Broker Business Partners
- Ensuring team goals and metrics are attained and deadlines are met
- Monitors, tracks, and manages team's productivity

Qualifications for AR supervisor

- Bachelor's Degree in Business Administration, Accounting, or Finance with a minimum of 1 year of experience in the finance area OR in lieu of degree a GED with a minimum of 5 years of progressive work experience in the finance area
- Solid proficiency in MS Excel, Power Point & Word
- Previous experience with Accounts Receivable is preferred
- Experience with small projects in support of finance initiatives with the business functions is desired

