



Example of AR Supervisor Job Description

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Our innovative and growing company is searching for experienced candidates for the position of AR supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for AR supervisor

- Participation in migration of accounting processes to BBS and support migration of other functions
- Provides direction, guidance and training to all associates in selling skills, customer service standards, product knowledge and front end operations to maximize sales, service and profitability
- Executes all softlines related communications on a daily basis
- Maintains a clean, safe working and shopping environment
- Owns recovery process of the softlines area and inspects salesfloor for proper maintenance daily
- Understands apparel standards in regards to rack and wall merchandising, colors, styles and signing
- Supervise a team in South China Accounting Shared Service Centre in performing accounts receivables functions for Hong Kong and South China
- Co-ordinate with local accounting team in Hong Kong and South China on accounts receivables functions
- Responsible for reviewing the work of team member, ensuring all relevant policies and controls are adhered to
- Other duties assigned by Accounting SSC Manager

Qualifications for AR supervisor

- 2+ years of previous experience working in RTA - Real-Time Adherence environment

- 5+ years minimum in an accounts receivable capacity preferred
- Masters in Commerce or Accounting Technician (ICAI) or Masters in Business Administration (MBA)
- 3 - 5 years' experience with 1 -2 years in a supervisor role