

Example of AR Supervisor Job Description

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Our company is looking for an AR supervisor. 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 supervisor

- Augment processes to improve workflow and reduce receivable balances and billing errors for premium, supplemental kick payment and stop loss billing
- Identify solutions to resolve specific business issues
- Prepare trial balances to balance regular and general ledger accounts
- Ensure attention to detail is occurring as staff is inputting data into customer accounts to document financial transactions
- Research billing adjustments and discrepancies for claim related billing such as stop loss and kick payments
- Supervise the stop loss and AR accounting team
- Communicate defined productivity expectations
- Recruit, select, orient, and train warehousing employees
- Approve and schedule all department personnel time off requests
- General Accountingclosure of P&L and B/s along with monthly reporting

Qualifications for AR supervisor

- Minimum of 3 years of related global corporate accounting experience
- Strong knowledge of foreign currency and revaluation concept is a must
- Required to work Night Shifts to overlap with US time zones together with the Cash team at Day-3 to Day+3 at month-end, Day-3 to Day+5 at quarter-end and year-end
- Working knowledge on Oracle R12 is preferred

- Ability to perform in challenging complex environments, working under pressure, and prioritizing within tight deadlines