



Example of Manager, Accounts Receivable Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of manager, accounts receivable. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for manager, accounts receivable

- Ensure the timely collection of all outstanding amounts
- Forecast, communication and deliver upon monthly cash goals to meet business needs
- Deal with specific customer service issues as required
- Resolve all escalated customer queries and disputes with appropriate stakeholders
- Undertake key period end activities including timely reconciliation of the AR sub-ledger
- Promote standardization of AR processes
- Ensure that the controls framework is applied to FSSC Accounts Receivable activities
- Actively review and manage the unallocated cash account to ensure balances are minimized
- Continually enhance the reputation for excellent Customer Service both internally and externally
- Maintain good working relationships with other FSSC teams

Qualifications for manager, accounts receivable

- Provide timely and accurate management information and KPIs on a monthly

- Ensure service is delivered in accordance with the Service Level Agreement
- Take accountability for SLA and KPI statistics related to functional area
- Support process and system improvement projects
- Liaise with the supported businesses to clear mismatches and other discrepancies