



## Accounts Receivable Manager

### Job Scope

As an Accounts Receivable Manager, you will oversee and manage the accounts receivable function within Facility Solutions Group. Your responsibility will be to ensure the efficient management of customer invoices, timely collection of payments, and maintaining solid relationships with customers. You will have a unique opportunity to impact the company's success by making customer invoices and collections decisions.

### Responsibilities

- Lead and manage the accounts receivable team, providing guidance, training, and performance management.  
Develop and implement policies and procedures for efficient and effective management of accounts receivable processes.  
Supervise the invoicing process, ensuring accurate and timely issuance of invoices to customers based on sales or service agreements.  
Monitor and analyze accounts receivable aging reports to identify delinquent accounts and take appropriate actions to collect outstanding payments.  
Establish and enforce credit and collection policies to minimize bad debt and optimize cash flow.  
Review and reconcile customer accounts, ensuring billing accuracy and resolving discrepancies or issues.  
Coordinate with sales, customer service, and finance departments to resolve customer disputes or billing inquiries.  
Develop and maintain relationships with key customers, addressing their concerns and negotiating payment terms if necessary.  
Prepare and analyze accounts receivable reports, including aging reports, collection status, and cash flow projections.  
Oversee the implementation and utilization of accounts receivable software or systems to streamline processes and improve efficiency.

### Requirements

- Bachelor's degree in accounting, finance, or a related field. A master's degree is a plus.  
Proven experience in accounts receivable or related financial roles, with at least 5-7 years of experience, including management or supervisory responsibilities.  
Strong knowledge of accounting principles and practices, particularly in accounts receivables.  
Proficiency in using accounting software and financial systems for invoicing, collections, and reporting.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Excellent analytical and problem-solving skills, with the ability to identify trends, analyze data, and implement process improvements.

Strong leadership and people management skills, including motivating and developing a team.

Effective communication and interpersonal skills to interact with internal teams, external customers, and stakeholders.

Demonstrated ability to build and maintain relationships with customers and resolve conflicts effectively.

Familiarity with credit risk assessment, collection strategies, and legal requirements related to accounts receivable.

Knowledge of relevant regulations, such as GAAP (Generally Accepted Accounting Principles) and IFRS (International Financial Reporting Standards).