



Accounts Receivable Supervisor

Job Scope

As an Accounts Receivable Supervisor, you will play a crucial role in ensuring the smooth and efficient operation of the department. Your primary responsibility will be to supervise a team of skilled accounts receivable clerks or specialists, who will be responsible for issuing invoices, managing payment collections, and maintaining accurate customer accounts. By providing guidance and support to your team members, you will ensure that all tasks are completed with utmost accuracy and efficiency and that the organization's financial operations are always in good standing.

Responsibilities

- Supervise a team of accounts receivable clerks or specialists, providing guidance, training, and performance management.
Oversee the accounts receivable process, including invoicing, payment collection, and reconciliation of customer accounts.
Ensure accurate and timely issuance of invoices to customers based on sales or service agreements.
Monitor and manage accounts receivable aging reports to identify delinquent accounts and take appropriate actions to collect outstanding payments.
Review and reconcile customer accounts, ensuring billing accuracy and resolving discrepancies or issues.
Implement and enforce credit and collection policies and procedures to minimize bad debt and improve cash flow.
Collaborate with sales, customer service, and finance departments to resolve customer disputes or billing inquiries.
Analyze accounts receivable data and generate reports to track key performance indicators, such as average collection period, DSO (Days Sales Outstanding), and cash flow projections.
Develop and maintain relationships with key customers, addressing their concerns and negotiating payment terms if necessary.
Stay updated on industry best practices, regulations, and accounting standards related to accounts receivable management.

Requirements

- Bachelor's degree in accounting, finance, or a related field.
Proven experience in accounts receivable or related financial roles, with at least 3-5 years in a supervisory or managerial capacity.
Strong knowledge of accounting principles and practices, particularly in accounts receivables.
Proficiency in using accounting software and financial systems for invoicing, collections, and

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.



reporting.

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

Strong attention to detail and accuracy, with the ability to manage multiple tasks and meet deadlines.

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

Demonstrated leadership abilities, including team management and performance evaluation.

Familiarity with credit risk assessment and collection strategies.

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