

Company Name:_____

Job Title:	Accounts Receivable Supervisor
Position Type :	[i.e.: full-time, part-time, contract, other]
Job Description:	
<p>Job Purpose: Obtains revenue by processing invoices; resolving missed payments; updating financial records; supervising staff.</p> <p>Duties:</p> <ul style="list-style-type: none">• Accomplishes accounts receivable human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures..• Meets accounts receivable operational standards by contributing information to strategic plans and reviews; implementing production, productivity, quality, and customer service standards; resolving problems; identifying system improvements.• Meets accounts receivable financial standards by providing annual accounts receivable information; monitoring expenditures; identifying variances; implementing corrective actions.• Collects accounts by contacting customers referred by clerks; investigating circumstances of non-payment; negotiating and resolving conflicts; expediting payment.• Supports financial planning by forecasting cash.• Updates receivables by coordinating and monitoring daily sales order processing and bank remittance transactions.• Maintains financial security by adhering to internal accounting controls.• Maintains accounting ledgers by posting monthly account transactions.• Protects organization's value by keeping information confidential.• Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks.• Accomplishes accounting and organization mission by completing related results as needed. <p>Skills/Qualifications: Supervision, Staffing, Financial Software, Forecasting, SFAS Rules, Confidentiality, Managing Processes, Developing Budgets, Accounting, Thoroughness, General Math Skills</p> <p>Interested Candidates Should Submit a Completed Resume and Cover Letter to: Contact Name:_____ Email Address:_____ Company Address:_____</p>	
<p>[NOTE: To post your job on www.employment.com, copy this description. You can log in to an existing account or provide your e-mail address if you are a new user. Select the zip code where the job is located, and then paste the job description into the online wizard. Then simply complete the required information and check out.]</p>	