

We are seeking an Accounts Receivable Supervisor! You will be responsible for the effective management and profitable operation of the A/R department.

Accounts Receivable Supervisor Responsibilities:

- Strong time and people management skills is required.
- Reports directly to the CFO. Supervises a team of A/R clerks and specialists
- Conduct credit checks on new and potential customers.
- Implement debt collection policies and regulations for the company.
- Coordinate deadlines for invoicing and payment collection with the CFO.
- Monitor the invoicing and money collection processes.
- Ensuring the timely collection of payments.
- Negotiating with customers in cases when non-payment occurs.
- Preparing monthly feedback reports on payment collections.
- Ensure proper record keeping is in place for all invoices, deposits, and all correspondence regarding payment collection.
- Remaining informed of any legislative procedural training regarding debt collection.
- Training and mentoring of staff members in the department.

Accounts Receivable Supervisor Requirements:

- A bachelor's degree in accounting or finance.
- At least 2 years of experience as an accounts receivable manager or supervisor within a distribution or Industrial setting.
- The ability to work accurately and independently.
- Experience with accounting software such as QuickBooks, Pastel and General Ledger and advanced knowledge of MS Excel.
- Good verbal and written communication skills.
- An eye for detail along with excellent analytical skills.
- Excellent report writing skills.
- Supervise a team and oversee timely and accurate invoicing and collection
- Create policies and procedures to make sure the department is properly run
- Knowledge of credit card processing
- Coordinate the approval process of all credit with the CFO
- Analyze information to assess current and future financial statuses
- Review costs for optimal budget planning
- Evaluate reporting systems and collection procedures

Qualifications:

- Previous experience in accounts receivable
- Knowledge of common banking practices
- Strong leadership qualities
- Ability to work under pressure
- Previous Supervisory skills

If interested, please email your resume to: resumes@bigsigepros.com

Interview Questions for Accounts Receivable Manager:

1. How do you handle inconsistent payments from clients?

Reveals the interpersonal skills of the candidate.

2. What processes do you use to check the work of your team for accuracy?

Tests commitment towards accuracy.

3. How do you stay informed of new regulatory frameworks and legislation?

Assesses the need and ability to stay up-to-date with the latest development.

4. What will you do to ensure that your team meets its deadlines?

Examines the commitment to deadlines and the candidate's interaction with staff members.

5. Can you share an effective method that you have used to verify a customer's credit background and references?

Reveals the candidate's approach to credit checks.