



**USG WATER**  
— SOLUTIONS —

<b>JOB DESCRIPTION</b>	
<b>Accounts Receivable Manager</b>	<b>Employee Type:</b> Full-Time
<b>Location:</b> Perry, GA	<b>Date Posted:</b> 8/22/2023
<b>Qualified candidates please submit your resume to:</b> <a href="mailto:WWW.JOBS@USGWATER.COM">WWW.JOBS@USGWATER.COM</a>	

<b>POSITION SUMMARY</b>	<ul style="list-style-type: none"><li>• This position will monitor, maintain, and develop the Accounts Receivable (AR) functions and duties to ensure the department completes tasks timely, accurately, and efficiently. This manager will liaison with other departments, managers, or customers as needed.</li></ul>
<b>RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Manage and supervise Accounts Receivable.</li><li>• Ensure all AR functions are completed timely and accurately.</li><li>• Perform overflow work and backup responsibilities for Senior AR.</li><li>• Monitor, assign, and/or work requests from other departments.</li><li>• Lead monthly collection meetings.</li><li>• Review and approve AR reports, schedules, and summaries for month-end close.</li><li>• Handle AR Projects as they arise.</li><li>• Training of subordinates.</li><li>• Develop and maintain internal controls.</li><li>• Make process improvement recommendations</li><li>• Write and maintain Accounts Receivable procedures and manuals.</li><li>• Perform testing for system upgrades and changes.</li><li>• Assistance in any other accounting areas as delegated by Director of Accounting.</li></ul>
<b>IDEAL CANDIDATE</b>	<ul style="list-style-type: none"><li>• Leadership skills</li><li>• Problem solving and analytical skills</li><li>• Team participation skills</li><li>• Planning and Organizing skills</li><li>• Written and Verbal Communication skills</li><li>• Solid Interpersonal skills</li><li>• Mathematical skills</li><li>• Multi-tasking</li><li>• Working knowledge of Microsoft Office Suite</li><li>• Bachelor's Degree</li><li>• 2 years minimum supervisory experience in Accounts Receivable or Accounting.</li><li>• ERP experience required (Oracle a plus).</li><li>• Contract experience, a plus.</li><li>• Ability to work self-directed and as part of a team.</li></ul>
<b>WHAT WE OFFER</b>	A comprehensive benefits and competitive compensation package, a hybrid work schedule. An opportunity to join a dynamic and growing company. A supportive work environment where you can thrive to be your best!

<b>WORK ENVIRONMENT</b>	Spends majority of time in an office environment. Job demands may require long periods of sitting; telephone work and/or computer work, as well as interactions with other staff members and customers. Position requires working in our Perry, GA office.
<b>DISCLOSURE</b>	USG Water Solution is an Equal Opportunity Employer. <i>This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.</i>