



## Position Guide

Title	A/R SUPERVISOR	PAY	
Reports to	Controller	FLSA	Exempt
Directs Work of	---	Status	Full-Time
Department	Accounting	EEO Cat.	02A
Location	Manitowoc Corporate Office	Group	Finance

### GENERAL SUMMARY:

Responsible for accounts receivable & credit associated accounting duties to include certain Monthly and Fiscal Close responsibilities, Borrowing Base Worksheets, and Audits.

### Supervision:

Supervise Accounts Receivable & Credit Personnel and assist in supervision of other accounting associates as designated by the Controller:

- Delegate and schedule work
- Deliver Appraisals
- Assume accuracy and timeliness of all transactions and reports
- Timeliness of receiving and accuracy of recording payments due the company
- Develop and assist personnel

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

Specifically responsible for accuracy, timeliness, reporting and filing of the following:

- Accounting - reconciliation of accounts, accrual journals, back up daily responsibilities.
- Monthly Close – ensure accurate recording of accounts receivable journals and also provide assistance to other team members and backup responsibilities.
- Fiscal Close – accruals, auditor worksheets, determination of A/R allowance.

Insure collection of payments including the following:

- Interaction with various departments including but not limited to: sales, customer service, traffic, invoicing and accounting.
- Investigative follow-up on discrepancies/short payments/Rebate/Billback programs.
- Credit reviews of new and existing customers.
- Communication both verbal and written with customers and their designated representatives.
- Assist with financial reporting.
- Budget and Projection worksheets.
- Assist with Profit by Business and Profit by Product.
- Assist in completing Income Tax worksheets.
- May perform other responsibilities as assigned

Prepared by	Date	Approved by	Date
Approved by	Date	Human Resource Department	Date

The above is intended to describe the general content of and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The principle duties and responsibilities enumerated are all essential job functions except for those that begin with the word "may."

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Bachelor Degree in Accounting or equivalent major and/or experience.
- Three to six years accounting, general ledger experience, and managing in these areas.
- P.C. knowledge and experience, preferred in Excel and Word.
- Ability to communicate both verbally and in written form.
- Ability to concentrate and pay close attention to detail, assure accuracy.
- Teamwork - a personality to work and relate well with others.
- Work Habits - able to plan and prioritize own workload, has orderly, logical sequence of process and files.
- Problem solving skills.

**TEAMWORK AT LAKESIDE (TAL):**

- Through individual and team efforts, enthusiastically work toward the continuous improvement of his/her job, work area, department and Lakeside as a whole. Fully participate in TAL by "living" Lakeside's Standards of Conduct and being an active member of operational and project teams. By action and work, clearly and visibly demonstrate the spirit of teamwork, cooperation and respect for others in all business transactions and exchanges.
- Proactively create an environment that clearly and sincerely encourages the spirit of TAL in all areas of responsibility.

**WORK ENVIRONMENT:**

- Normal office environment where there is no physical discomfort or exposure to hazards due to temperature, dust, noise or the like.