



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

**Job Title:** Accounts Receivable Manager  
**Department:** Accounts Receivable  
**Grade:** 15-Exempt  
**Supervisor:** Deirdre O'Connell, Assistant Controller  
**Salary:** \$70,000  
**Positing Period:** Through January 23, 2016 or to the position is filled

**Job Summary:**

This position will be responsible for managing the Accounts Receivable team while leading various management initiatives and systems implementation projects. The Accounts Receivable Manager is responsible for the overall invoicing, collection and cash application activities and timely management of all AR aging components. The Accounts Receivable Manager will also maintain and improve sustained cash flow through diligent and aggressive monitoring of our customer accounts. This role will direct initiatives to improve working capital, including account monitoring, aligning AR DSO, and ensuring effective and efficient processing of AR functions. This position is highly visible and requires a strong leader with the ability to prioritize, plan, and firmly direct the department.

**Human Resources Representative:** Carmen Fana, Workforce Planning Coordinator

Applicants can submit their resume via: fax (212 216 4484), e-mail [hronline@javitscenter.com](mailto:hronline@javitscenter.com) or mail to Human Resources, Jacob K. Javits Convention Center of New York, 655 West 34<sup>th</sup> Street, NY, NY, 10001.

**Main Areas of Responsibilities:**

- Key player in the conversion from current AR system to Oracle AR, including documenting, testing and validating data.
- Responsible for managing the activities of the staff invoicing, issuing credit / debit memos, establishing reserves, etc.; including ERP responsibilities for the AR subledger.
- Manage day-to-day operations of the AR department; create, implement and maintain policies, procedures and controls, Manage and streamline billing and collection process and cash application functions for the company.
- Assists in monitoring, tracking and enforcing department policies, procedures and goals while identifying inefficiencies and propose, develop and document new concepts and procedures.
- Manage the monthly AR close process including reconciliation of AR sub-ledger to GL and preparation of AR month end schedules, revenue reporting and reconciliation to GL and metrics used for internal reporting.
- Daily review of collection reports to ascertain status of collections and balances outstanding and reduce collection cycle times (DSO) where possible.
- Audit delinquent accounts considered to be uncollectible to ensure maximum efforts have been taken before assigning bad-debt status to account.
- Monitor aging balances and recommend write offs.
- Work closely with Division heads and sales to ensure collection guidelines are adhered to and issues quickly resolved.

- Works with internal departments and clients to regulate and resolve hold/release sales orders in accordance with internal rules and regulations.
- Actively monitor and work with internal departments to resolve all outstanding Accounts Receivable claims and chargebacks.
- Manage information requests during year-end audits and respond to requests for information during internal audits.
- Document trends and initiate corrective action to ensure maximum cash reimbursement, prompt payment for services rendered and uninterrupted cash flow.
- Compile data, conduct statistical and analytical studies of billing volume, dollars billed, payments received, bills outstanding, cash and revenue fluctuations, and preparing regular and special reports for review in planning and evaluating department objectives.
- Strong knowledge of Deferred Revenue and unbilled Accounts Receivable.
- Work with staff to prioritize work and ensure staff is trained on policy and procedure. Ensure work is accurate and is being processed in a timely manner and in accordance with department policies and procedures.
- Monitor and evaluate staff performance to ensure duties are properly performed and employees are working towards common business goals. This will include preparation of the annual performance evaluations. Provide constructive feedback and discipline when necessary.
- Assist staff in researching and handling more complicated transactions and problems.
- Interface with customer service, sales organizations and senior levels management in communicating and resolving issues.
- Responsible for review and maintenance of customer database.
- Keep abreast of current trends and practices in field of expertise.
- Approves, establishes and maintains credit limits on all new and current customer accounts.
- Reviews with management credit worthiness decisions on marginal credit approvals and slow paying accounts.
- Special projects and tasks as directed.

### **EDUCATION, EXPERIENCE and Skills Required**

- Bachelor's Degree from four-year College or University and ten years related experience and/or the equivalent combination of training and experience which indicates the ability to do the job.
- Excellent written and verbal communication skills.
- Experienced in leading a team and implementing process improvement.
- Strong analytical/quantitative skills.
- Ability to develop action plans and follow-up to completion.
- ERP system experience; Oracle and Oracle AR experience a must.
- Knowledge of general accounting principles and proficiency in the Microsoft Office suite of products, particularly Excel.
- Strong managerial and organizational skills; accurate and detail-oriented as well as the ability to communicate effectively with staff at various levels. Attention to detail and accuracy a must. Ability to work in a fast-paced team environment.