



Title	<i>A/R Manager</i>
Department	<i>Finance</i>
Reports to	<i>Controller</i>

Job Summary

The A/R Manager will lead all aspects of the accounts receivable and cash collections processes for ISSA. In addition, this individual will assist the Controller in carrying out other accounting responsibilities and projects.

Duties and Responsibilities

- Ensure accurate invoicing for membership, training and media billings
- Prepare and maintain regular reporting to track outstanding issues and aging of receivables
- Conduct account research and analysis
- Interact with customers to resolve outstanding balances and lead the collection process
- Reconcile A/R to the G/L and record necessary period-end Journal Entries and related reporting
- Assist with year-end close process and support the year-end external audit work
- Assist with overall departmental process improvement efforts
- Assist with other accounting, financial or administrative work to support the broader team

Key Competencies

- Undergraduate degree in accounting, finance or business administration
- 2 years of relevant experience and demonstrated problem solving skills
- Ability to understand complex issues and work with business partners to resolve
- Experience in Sage accounting software preferred, but not required
- Skilled in use of Excel Spreadsheets and MS Word
- Ethical conduct and ability to handle confidential information appropriately
- Strong oral and written communication skills
- Strong work ethic with proven ability to manage multiple priorities and complete projects in a timely manner
- Team player with positive attitude

Personal Attributes

- Ethical conduct with strict confidentiality
- Ability to think strategically and make sound decisions
- People oriented with active listening, negotiation, and presentation skills
- Positivity and high energy

Culture

Respectful, strong teamwork and excellent culture that is supported by outstanding benefits and a flexible, hybrid (WFH) work environment

ISSA is an equal employment opportunity company.