

## Accounts Receivable Lead

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Company: Auxis

Location: Bogotá

Category: office-and-administrative-support

## Accounts Receivable Lead

Location CO-Bogotá Posted Date 2 weeks ago(12/28/2023 1:49 PM) Job ID 2023-3039 #

Positions 1 Category FAO

### Job Summary

As an Accounts Receivable Lead, you will play a critical role in managing the accounts receivable function for our clients. You will oversee a team of accounts receivable specialists and ensure the accurate and timely processing of invoices, collections, and client payment reconciliations. The ideal candidate will possess strong leadership skills, excellent attention to detail, and a deep understanding of accounts receivable processes in an outsourcing environment.

### Responsibilities

#### Service Delivery Management

Lead the accounts receivable function for our clients, overseeing the end-to-end process including invoice generation, payment application, collections, and client account reconciliation.

Collaborate with the client team to generate accurate and timely client invoices based on agreed-upon terms, contract milestones, or project deliverables. Validate billing details, including rates, quantities, and expenses. Coordinate with clients to resolve any billing discrepancies and maintain comprehensive documentation.

Develop and implement effective collection strategies to minimize outstanding receivables

and optimize cash flow. Monitor client accounts, proactively communicate with clients regarding overdue payments, and escalate issues as necessary. Apply client payments accurately and efficiently, reconciling any discrepancies and ensuring proper allocation.

Serve as the primary point of contact for escalated issues, inquiries, and complex problem resolution related to accounts receivable.

### **Team Leadership**

Provide leadership and supervision to the accounts receivable team, overseeing their day-to-day activities and ensuring timely and accurate completion of tasks.

Assign and prioritize workload, monitor progress, and ensure team members meet client-specific targets and deadlines.

Performs regular huddles to ensure clear goals for work assigned, clearing backlog, and team performance vs operational standards.

Complete minimum monthly 1:1 with direct reports in order to provide feedback and coaching

Provide training, mentoring, and guidance to accounts receivable team members, ensuring their professional development and adherence to best practices.

### **Operational Management**

Ensure adherence to client-specific requirements, service-level agreements (SLAs), and industry best practices.

Assist in the development and implementation of accounts receivable policies, procedures, and controls to improve efficiency, accuracy, and compliance.

Prepares Service Levels reports on accounts receivable performance, aging analysis, and collection metrics for clients.

Analyze data using BI Dashboards to identify trends, assess collection effectiveness, and provide actionable insights to both internal stakeholders and clients.

Act as backup for supervisor when needed.

Stay updated on industry trends, emerging technologies, and regulatory changes related to

accounts receivable, and recommend and implement process improvements accordingly.

Identify and implement automation and digitization opportunities to streamline accounts receivable processes, reduce manual efforts, and improve productivity.

## **Key Metrics**

### **Service Delivery**

SLA/SLR Performance

Team Productivity

### **Commercial Management**

Client Satisfaction (NPS)

### **Team Leadership**

Employee Attrition- 20%

Employee Engagement

Talent development-

### **Compliance & Administration**

Security Compliance

Policy Compliance

One on Ones

Performance Evaluations

### **Skills and Experience**

#### **Requirements**

Bachelor's degree in accounting, finance, or a related field.

Proven experience (4+ years) in accounts receivable or a similar finance role, with progressive responsibilities and at least 2 years in a leadership or supervisory position.

Thorough knowledge of accounts receivable principles, practices, and procedures.

Proficiency in using accounting software and ERP systems, with advanced Excel skills.

Strong analytical and problem-solving abilities to address complex payment issues, discrepancies, and process inefficiencies.

Excellent attention to detail and accuracy, with the ability to work efficiently under tight deadlines.

Strong leadership and interpersonal skills, with the ability to effectively communicate and collaborate with stakeholders at various levels.

Proven track record of driving process improvements, optimizing accounts receivable operations, and managing vendor relationships.

In-depth understanding of financial controls, compliance, and regulatory requirements related to accounts receivable.

Excellent written and verbal communication skills.

Ability to handle sensitive and confidential information with discretion and maintain a high level of professionalism.

### **About Auxis**

Auxis prioritizes employee growth and development to help you advance your career. Auxis' culture empowers you to be your best in the interest of a common team goal. We are constantly striving to improve our culture and environment and have invested in tools to continue to have better visualization of the pulse of our organization.

### **Benefits**

Health benefits including medical, vision, and dental.

Asociacion Solidarista

Training and development programs

Employee recognition program

Paid time off and family-paid leave

Paid day off for your birthday!

### Options

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