



Title: Accounting Receivable Supervisor

Reports to: Controller

Company and Position Description

Array Technologies, Inc. is the global leader in solar tracking and is experiencing explosive growth built on our best-in-class technology and dynamic team. Array is seeking highly skilled, self-motivated people who want to accelerate the world's adoption of clean and economical energy. If you meet these criteria, please consider the company that has been leading the solar energy revolution for nearly three decades.

The Accounts Receivable Supervisor oversees the Accounts Receivable Clerks, however is also driving the maintenance of accounts receivable records, reconciliations and invoicing.

Duties and Responsibilities

- Verify the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.
- Acts as liaison between accounting, supply chain, sales and project management departments.
- Reviews all invoices for appropriate documentation and approval prior to issuing to Customers.
- Answers all Customer inquiries.
- Supervise all day-to-day Collection activities.
- Maintains all accounts receivable reports, spreadsheets and corporate accounts receivable files.
- Assists in monthly closings by reconciling accounts receivable, customer deposit and AR reserve General Ledger line items.
- Prepares analysis of accounts, as required.
- Protects organization's value by keeping information confidential.
- Recommends actions to resolve discrepancies.
- Cross train within the accounting department to make sure work is not delayed.
- Perform additional assignments as assigned

Required Knowledge, Skills, and Abilities

- Competency in Microsoft applications including Word, Excel, and Outlook.
- Strong communication skills (both written and oral).
- Attention to detail and ability to multitask.
- Ability to work independently, self-starter, and energetic.
- Must be able to successfully pass a pre-employment drug test and background check

Education and Experience

- 4-6 years of hands-on accounting/bookkeeping experience; and/or
- Degree in Accounting preferable, minimum High School Diploma; and
- Experienced in using a computerized accounting system