



Job Description: NZ

POSITION TITLE: Accounts Payable & Receivable Manager

REPORTS TO: Commercial Manager

DATE 22/07/2017

SCOPE OF THE ROLE

The Accounts Payable & Receivable Manager, reporting to the Commercial Manager, will be responsible for leading and motivating the accounts team to ensure all payment, invoicing and credit control functions are performed in a timely and efficient manner, including responsibility for monthly invoicing of all customers.

This role will also lead and participate in initiatives focused on driving continual improvement of AP and AR administration functions.

RESPONSIBILITIES

The Accounts Payable and Receivable Manager's responsibilities will include the following:

- Coaching and leadership of the AP and AR team
- Ensuring AP and AR functions reliably, accurately and in a timely manner to produce expected outcomes
- Drive process improvement across AP and AR functions to enhance the effectiveness of invoicing procedures
- Oversee follow-up and management of outstanding accounts as well as outstanding debtors reporting
- Manage bad/doubtful debts and write-offs as well as debt recovery processes
- Manage month end payment and invoicing processes
- Maintain effective relationships with Sales, Customer Operations and Service Delivery teams as well as relevant external parties
- Assist in the investigation of customer issues as required

COMPETENCIES

The Accounts Payable and Receivable Manager will possess the following competencies:

- Highly organized with the ability to manage multiple priorities and deliver assignments on time
- Ability to work across functional boundaries in a collaborative manner to get things done in the interests of our customers
- Hands on, self-starting and disciplined individual with the ability to work autonomously in a high-volume environment
- Solid problem solving skills
- Excellent listening, written and verbal communication skills



	<ul style="list-style-type: none">• Strong attention to detail with a high level of accuracy
PERSONAL ATTRIBUTES	<p>The Accounts Payable and Receivable Manager will possess the following attributes:</p> <ul style="list-style-type: none">• Can-do attitude• Strong multi-tasking ability• Resilience and ability to be effective in stressful situations• Proactive approach to managing and dealing with change• Comfortable working in a dynamic technology focussed environment
REQUIRED EXPERIENCE	<p>The Accounts Payable and Receivable Manager will have the following experience:</p> <ul style="list-style-type: none">• At least 3 years accounts experience• Previous experience coaching, leading and motivating people to achieve• Experience managing a high volume of transactions, with exposure to leasing desirable but not essential• Experience working in a high-performing and busy environment• Experience with accounting systems / packages (Microsoft Dynamics AX / 365 preferred but not essential)• Competence with Microsoft Excel, Word and Outlook

This Job Description is not intended to be complete or limiting – the role will require a proactive and flexible approach to manage tasks that support a rapid and innovative product development environment.

EROAD is in a “high growth” mode. There will be times when the role will be required to complete tasks outside those mentioned above because this role will have the relevant skills and may have higher availability than other team members.