

## Supervisor, Accounts Receivable

[Sterling, IL](#) • Operations

### Job Type

Full-time

### Description

We are HALO! We connect people and brands to create unforgettable, meaningful, and lasting experiences that build brand engagement and loyalty for our over 60,000 clients globally, including over 100 of the Fortune 500. Our nearly 2,000 employees and 1,000 Account Executives located in 40+ sales offices across the United States are the reason HALO is #1 in our \$25B industry.

HALO is looking for an **Accounts Receivable Supervisor** to join our high-growth company. They will interact with AR Staff, Operations Manager, Account Executives, Customers (internal & external), Collection Agencies and manage the day-to-day operations of the Collections team.

HALO is committed to its hybrid workplace model and believes bringing teams together in-person on common days is essential to operate as One HALO. As part of this effort, we require employees that resides within a 30-mile radius of the Sterling, IL or Oakbrook, IL offices to work from these locations anywhere from 1-3x a week.

### Responsibilities

- Prepare end-of-month reports and present findings and recommendations to AR Manager
- Manage workflow by delegating staff in order to meet departmental needs
- Handle second level escalations from collection staff; and intervene as with account executives and accounting staff issues
- Assist in setting and enforcing Collection department policies & procedures
- Maintaining accountability to the established collections metrics outlined for the collection representative and team lead
- Monitor accuracy and timeliness of staff performance; counsel employee when necessary
- Review and approve employee time-off requests and coordinate adequate department coverage
- Participate in interviewing, hiring, and developing employees
- Prepare and deliver annual performance reviews
- Meet with team members one-on-one to review assigned tasks weekly
- Prepare for and facilitate monthly department meetings
- Review weekly timecard report; approve and track reasons for overtime

### Requirements

- Bachelor's Degree in Accounting or Business/Finance and/or up to 5 years accounting and supervisory experience
- Proven ability to lead by example, positively influence and foster growth of direct reports
- Strong analytical, problem solving, and organization skills
- Excellent verbal and written communication skills
- Computer literacy including competency in Word, Excel, and general ledger accounting software
- Proficiency with a variety of accounting concepts, practices, and procedures
- Time management skills with the ability to multi-task under pressure and meet deadlines
- Possess and projects a positive and professional demeanor with outstanding interpersonal skills
- Flexibility and ability to foster and work effectively in a team environment

