Downloaded from <https://www.velvetjobs.com/job-descriptions/account-receivable>

# Example of Account Receivable Job Description

Our growing company is searching for experienced candidates for the position of account receivable. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for account receivable

* Help in other accounting areas if needed as we cross train
* Handle client queries and escalations in a service oriented way, ensure feedback to client queries within agreed turnaround time
* Support operational performance reporting activities
* Understand and apply order-to-cash processes, policies, procedures and internal control standards
* Support Management Information System to track the KPI wrt receivables (Ageing, unadjusted on account payments, back logs, Days Outstanding )
* Support Internal/external audits with documentation and processes
* Monitor aging items in team portfolio
* Perform data mining to review membership eligibility and payments to identify receivables
* Perform financial modeling to develop projections of current receivables based on future insurance payments (accruing for current revenue)
* Collect and analyze key indicators that impact the receivables

## Qualifications for account receivable

* High level of French is highly valued
* SAP ERP key user and high command of Office package
* Familiar with e-faktur system
* Understand on rule & regulation for software transaction in country
* Bilingual is mandatory for the role (French and English)
* At least three (3) years specialized Accounts Receivable experience in a computerized environment supplemented by additional years of computer work experience