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# Example of Accounting Representative Job Description

Our growing company is searching for experienced candidates for the position of accounting representative. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounting representative

* Payment of inventory and pipeline invoices
* Reconcile statements from vendors
* Analyze outstanding accrued Fuel Purchases
* Support special projects including account reconciliation, responding to vendor, auditor, and user inquiries for supporting data
* Various other tasks as deemed necessary
* Analyze portfolios Perform account/payment reconciliation
* Communicate with customers by phone and e-mail regarding amounts due or past due and establish strong business relationships Diffuse and resolve challenging customer service situations
* Document daily collection activities
* Identify, document and recommend delinquent accounts requiring external collection efforts and bad debt or financial exposure Review, prepare, analyze and document accounts receivable aging reports and other ad hoc reports Meet collection targets as defined by finance department Follow the procedures and protocol established by the company
* New Asset Setup, processing manual transactions into Accounting System

## Qualifications for accounting representative

* Proficient in Microsoft Office or similar software packages
* Mathematical or Technical aptitude
* Minimum of 18 months of experience in accounting and/or banking experience
* Minimum of one year experience in interacting with customer
* At least two years of work experience in an office setting with experience performing duties related to accounting, customer service, and training
* Combination of education and experience that enables performance in all aspects of the position