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# Example of Accounts Receivable Analyst Job Description

Our company is growing rapidly and is looking for an accounts receivable analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts receivable analyst

* Contact customers for payment of past due invoices and document the results
* Respond to customer requests relating to invoices
* Interact with the sales organisation, order management, distribution and returns processing to drive customer disputes to resolution
* Ensure cash application is accurate - examine remittance advice
* Handing phone inquiries and requests from Sales Department and customers
* Setting up new customer accounts in accounting system
* Performing credit checks on customers’ orders
* Addressing past due accounts, skipped invoices, bounced checks, and short payments
* Originating and distributing daily reports (Hold List – Unpaid CODs)
* Assisting with daily Remote Deposit process

## Qualifications for accounts receivable analyst

* Desire to learn with the flexibility to adjust to a rapidly growing business
* Willingness to perform tasks assigned which can vary significantly day-to-day
* Manages top tier Accounts (Global & G500)
* Resolve complex problems & escalations and drive to resolution with business partners
* Document and communicate processes
* Drive change and ensure scaling of processes through automation, work assessment and process improvement