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# Example of Accounts Receivable Analyst Job Description

Our company is searching for experienced candidates for the position of accounts receivable analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accounts receivable analyst

* Ensure all member payments are accurately processed to the appropriate account using the matching criteria and online decision
* Process rejected payment and refunds when appropriate
* Perform account analysis to ensure the members' balances are accurate
* Update members' account balance monthly, as applicable
* Weekly portfolio review and analysis to determine best practices cash forecasting for the month
* Performs other duties such as financial reports and other relevant services as requested
* Receive, research and resolve a variety of internal and external customer inquiries concerning account status
* Escalate accounts receivable related risks, issues, potential bad debt, pursuant to Lamons’ Aging Administration Work Instructions
* Provide support to the AR Manager, Sr
* Review and manage weekly aging

## Qualifications for accounts receivable analyst

* Associates degree, technical college or some college preferred
* Bachelor's degree required - major in Finance or Accounting preferred
* Responsible for receipt and posting of cash receipts,Manual/ Custom Invoicing, Credit Notes and Refunds, Prepaid Order release, Bank Reconciliation, reconciling outstanding account balances, and preparation of periodic reports on accounts receivable and past due status, processes bank disputes
* Responsible for collection activities including sending follow-up inquiries, negotiating with past due accounts on repayment terms/ non terms, and decisions on referring accounts to collection agencies and/or writing off accounts receivable
* Extensive knowledge of and ability to use spreadsheet packages
* Ability to give and follow written and oral instructions, be self-driven to achieve company and departmental objectives