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

# Example of Accounts Receivable Analyst Job Description

Our company is growing rapidly and is hiring for an accounts receivable analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for accounts receivable analyst

* Reconcile lockbox process
* Document and communicate payment application issues
* Communicate with internal and external customers to resolve payment application issues
* Review and fix payment application errors
* Manage the download of transmission files
* Reconcile unapplied payments
* Post deposits (checks an ACH)
* Complete month end closing processes including journal entries, field notifications and reconciliations
* Learn all AR processes and recommend improvements
* Active participation in weekly/monthly AR review meetings with internal groups

## Qualifications for accounts receivable analyst

* Minimum of 3- 5 years of experience in a similar capacity
* 1+ year of previous Accounts Receivable and Collections experience
* Payroll and Accounts Payable experience
* Prior Customer Collections working experience preferred
* Six Sigma Knowledge or Experience is preferred
* Bachelor’s degree in Business, Finance, Accounting, or related field, or equivalent education and experience