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

# Example of Accounts Receivable Associate Job Description

Our company is growing rapidly and is looking to fill the role of accounts receivable associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounts receivable associate

* Evaluate short payments, communicate with owner of relationship, obtain approval for issuing credits
* Prepare backup documentation for bank deposits
* Investigate and validate customer balances and immediately communicate with customer for timely resolution of issues
* Review and distribute monthly statements for International affiliates, retail and distributor customers
* Prepare monthly reconciliations and audit schedules for Accounts Receivable accounts
* All other reasonable duties assigned, relating to the successful operation of client receivables
* Prepare multi account reconcilations on a monthly basis annual in support of audit
* Maintain and record accounts receivable transactions in our billing system and general ledger
* Track and maintain accounts receivable, prepare invoices, and submit client billing records
* Check and verify source documents such as engagement letters

## Qualifications for accounts receivable associate

* Reconcile general ledger accounts to internally and externally prepared schedules
* Oversee bank statements and reconciliations
* Maintain filing system of source documents
* Interact with internal staff, clients and vendors
* Complete special projects and other requests as needed
* Prepare multi account reconcilations on a monthly a basis annual in support of audit