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# Example of Accounts Receivable Associate Job Description

Our company is looking to fill the role of accounts receivable associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts receivable associate

* Process sponsor payments to include contract processing, invoicing, collections & balance due calls
* Support sponsorship fulfillment team for 40 1-day events throughout the year
* Provide customer service with sponsors via telephone and email
* Enter contracts in ACT database & Expocad invoicing software
* Sales report updates to reflect accurate activity on a weekly basis
* Provide clerical support and working on special projects as needed
* Accounting degree and working experience in Finance and Accounting area
* Participates in various AR Continuous Improvement initiatives
* Provides timely research of all remittance transactions, as needed, in order to resolve all unapplied cash remittances
* Work according to given process documentation

## Qualifications for accounts receivable associate

* 2+ years collections/billing experience preferred
* Confidence while working with various personality types
* Invoicing and collections experience
* Obtain back up documentation from service and operations personnel, and attach to customer accounts when accounts are placed with a collection agency
* Provide invoices and account information to necessary Area personnel, as needed
* Minimum of 1 year experience in Basic Accounting