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# Example of Accounts Receivable Associate Job Description

Our growing company is hiring for an accounts receivable associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounts receivable associate

* Assures KPIs and SLAs are met
* Process outgoing billing documents in accounting system
* Execute period end closing activities
* Generate defined standard reports and process ad hoc requests as required by the team lead
* Solve enquiries
* Achieve performance objectives agreed with the assigned team lead
* Perform other duties as required within Accounts Receivable area as agreed with the assigned team lead
* Contribute to Accounts Receivable process improvement initiatives as required
* Brings forward ideas
* Coordinate, provide direction and assistance to OTC global team in resolving issues to meet accounts receivable metrics

## Qualifications for accounts receivable associate

* MS Excel, MS Word and MS Office knowledge
* A dynamic individual who is adaptable to change
* Can work on multiple tasks and is flexible
* Willing to be transferred to other process/Market
* Proficiency with Microsoft Excel / Microsoft Word
* Active participation in department projects / provide recommendations to improve department performance