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# Example of Accounts Receivable / Billing Job Description

Our company is looking to fill the role of accounts receivable / billing. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounts receivable / billing

* Assist with the set -up of accounts for "new" clients to achieve their billing needs
* Establish work procedures and processes for Billing Department that support company and departmental standards and strategic directives
* Represent the AR/Billing team in cross-functional projects, reporting, and process improvement initiatives
* Develop, implement and analyze scorecard to measure and ensure optimal billing solutions are used and leveraged by the organization, compliance to receivable policies and inventory metrics
* Lead and manage the US billing and collections team (staff of 2-3)
* Prepare monthly billing, collections and receivable reports for Director of Finance and other members of Executive Team
* Review and approve billing transactions, including invoicing, refunds, credits and write-offs
* Learn and master Netsuite billing system, reviewing and improving process and system setup
* Supporting the team with respect to invoicing Fund related contracts, including ETFs and Trackers, Russell Tick billing
* Maintaining an excellent relationship with external clients for the purpose of information gathering for billing, reporting and credit control

## Qualifications for accounts receivable / billing

* Submit claims
* Input charge data
* Submit payment data
* Oversee daily deposits
* Run status of collections reports on account receivable bi-weekly to review with the CFO
* Assist in Accounts Receivable processes