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

# Example of Accounts Receivable / Billing Job Description

Our company is growing rapidly and is looking for an accounts receivable / billing. 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 / billing

* Ensure compliance with Sarbanes-Oxley requirements and develop/refine AR processes and procedures with a focus on continuous improvements
* Assist with the monthly close of books
* Organize and file bills and associated documents
* Reconcile expense reports and manage expense report payments
* Process and post payments to customer accounts including cash, checks, wires, bank transfers and credit card transactions
* Send out notifications for credit card declines
* Generate ad-hoc manual invoices, credit memo’s and debit memo’s for customers
* Run credit checks on customers, approve credit applications and assign credit limits for the customers including preparing reports on credit ratings on customers
* Assist in the mailing of the invoices to customers and processing all administrative materials as required
* Maintain Accounts Receivable policies, procedures, and controls

## Qualifications for accounts receivable / billing

* Ability to work independently and handle sensitive issues with confidentiality
* Assist finance/accounting team on monthly closing, audit, and other projects/tasks related to AR
* Work closely with sales department
* Ability to work with multiple entities and currencies
* Strong organizational, verbal and written communication skills, attention to detail and strong consistent performer, desire to learn
* Experience with ERP systems and Excel