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# Example of Accounts Receivable / Billing Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of accounts receivable / billing. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts receivable / billing

* Review, approve and post journal entries relating to Billings, AR Adjustments
* Research & accurately apply daily receipts to accounts
* Research, reconcile, audit, resolve and make adjustments on accounts
* Prepare an average of 2200 statements for mailing via U.S. P.S
* Call or email past due accounts for collection
* Keep updated log of past due accounts for reporting purposes
* Timely and accurate invoice preparation and/or invoice authorization
* Preparation of general ledger entries
* Difficult account reconciliations
* Preparation of standard and adhoc reports

## Qualifications for accounts receivable / billing

* Ability to ascertain correctness & completeness of transactions to be processed
* Ability to provide exceptional support to the company's and department's vision and direction
* Goal oriented with ability to meet department standards
* Ability to coordinate, track and efficiently organize multiple tasks and projects
* Able to follow complex directions
* Understanding of commercial health insurance is preferred