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# Example of Accounts Receivable / Billing Job Description

Our company is growing rapidly and is looking to fill the role of accounts receivable / billing. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounts receivable / billing

* Process documentation and process improvement
* Performs Sarbanes-Oxley audit controls
* Responsible for ensuring the accounting transactions required to adequately report and manage receivable and specific revenue accounts are completed in a timely and accurate manner
* Answer Profit & Loss and Balance Sheet questions for assigned accounts and ensure completion of period-end checklist
* Performs SOX control(s) and maintains proper documentation for audit review
* Serve as Accounts Receivable point of contact for assigned processes
* Maintain policy and procedures for assigned processes
* Monitor compliance of the Accounts Receivable approval policies for invoice, credit memo, and payback transactions
* Assist with providing requested information for internal and external auditors
* Provide support to department management by assisting with the resolution of various problems that may arise, such as customer/vendor disputes, account analysis and balancing, and process or system issues

## Qualifications for accounts receivable / billing

* Strong knowledge of Reliable Visual
* Review of own processes to identify continuous improvement opportunities
* Point of contact for 3rd party vendor relations for outsourced functions
* Participates or leads special projects as assigned
* Bachelor’s degree in Accounting or related field or five (5) + years of high volume Accounts Receivable or Accounting experience in a fast paced dynamic environment
* Demonstrated understanding of accounting theories, methodologies, principles and practices, and the impact of departmental transactions to the financial statements