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# Example of Accounts Receivable Clerk Job Description

Our company is looking for an accounts receivable clerk. 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 clerk

* Process payments including checks, ACH and credit cards
* Support Ad Sales/Event Sales Staff with inquiries
* Prepare refunds (when necessary)
* Assist with printing and mailing of statements
* Review account histories with customers
* Post payments, credit memos and adjustments
* Process accounts receivables including customer billing and cash receipts weekly and biweekly
* Promptly & accurately post cash & allocate cash on the system, for all customers’ accounts within the area of responsibility
* Chase debt by telephone, email and letter, through to litigation as required
* Identify and resolve unallocated cash balances promptly & ensure all cleared prior to month end

## Qualifications for accounts receivable clerk

* An ability to follow a structured process
* Able to work on own initiative to resolve queries promptly and accurately
* Numerate and attentive to detail
* Able to prioritise own workload to meet deadlines from supervisor
* Handling various application requests submitted by other departments (moves, matches, write offs)
* Providing assistance to Credit and Claims & Adjustments to resolve questions and discrepancies