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# Example of Accounts Receivable & Collections Job Description

Our growing company is hiring for an accounts receivable & collections. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounts receivable & collections

* Accounts receivable / payables duties
* Credit card transactions
* Multi entity credit control and weekly aged debt reporting
* Accurately post payments received against correct invoices
* Assistance with aged debt cash flow preparation
* Checking and authorizing sales orders in Advertising System, Sales Force
* Daily review of customer invoice aging reports
* Extensive reporting responsibilities, including, but not limited to, Weekly Cash Forecast, DSO, Bad Debt Exposure, Month-End/Quarter-End Reconciliations, Ad-Hoc
* Chasing collection of outstanding payment from customers via telephone, e-mail and letter
* Receive incoming calls and emails from customers

## Qualifications for accounts receivable & collections

* Microsoft Office Experience - Excel a must
* Experience in a Pharmaceutical Credit environment is strongly preferred
* BS Degree in Accounting or other Business Discipline preferred, but not required or extensive work experience is comparable to a degree
* One - Three years of experience in a heavy collection environment
* Meet business analytics compliancy targets and maintain good controls posture
* Minimum of 1-2 years account receivable (A/R) experience or equivalent bookkeeping background