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# Example of Accounts Receivable & Collections Job Description

Our company is looking to fill the role of accounts receivable & collections. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts receivable & collections

* Manage the daily accounts receivable operations and collections of US business units
* Review credit memos and other adjustments posted to receivable accounts
* Supervise direct reports in the A/R and Collections Department
* Responsibilities include, but are not limited to, interviewing, hiring, mentoring, and training of personnel
* Monitor accounts receivable balances, contact customers regarding overdue accounts
* Track and resolve outstanding payment issues
* Timely issuance and distribution of invoices
* Send statements to customers with outstanding balances
* Weekly A/R aging reporting with customer account status and collection notes
* Administer automated collections module within Accounting system

## Qualifications for accounts receivable & collections

* 2+ years' accounts payable/receivables experience
* Highly Prefer bilingual (spanish)
* Associate's degree or equivalent experience in accounting preferably in accounts receivable
* LOCK BOX and CASH POSTING
* The physical demands described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job
* Respond to Sales Force cases, Billing inquires, interact with customers to resolve outstanding issues