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# Example of Accounts Receivable Coordinator Job Description

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

## Responsibilities for accounts receivable coordinator

* Perform data-entry functions and other general administrative tasks
* Provide support function for month-end reporting procedures
* Invoicing all completed trips according to quotes or block agreement
* Researching all extra trip expenses that need to be billed back to client
* Emailing all invoices to clients daily
* Invoicing all fuel uplifts to third party aircrafts
* Invoice training of third party pilots
* Applying cash payments to accounts
* Running weekly open Accounts Receivable reports and sending to the CFO
* Handle Bank Reconciliations

## Qualifications for accounts receivable coordinator

* Work with Accounts Receivable Reconciliation
* Process high invoices
* Work with Accounts Payable department
* Complete back reconciliations
* Oversee cash postings
* Daily retrieval of electronic wire transfers from the bank and daily deposits from various clients