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# Example of Accounts Receivable Coordinator Job Description

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

## Responsibilities for accounts receivable coordinator

* Complete payment and performance bond filings, line filings and contacting end user or general contractor
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* Main point of contact for sellers, sponsors, collections and regional business managers
* Troubleshoot all sponsor & seller requests and concerns
* Create, review and generate all invoices including post season
* Review and generate all credit memos
* Set up customers as needed and maintains customer records by updating account information
* Resolves product or service problems by clarifying the sales rep/customer's complaint
* Maintains customer financial accounts by processing customer adjustments including coordination of reduction to contracts such as deactivation of contracts, chopping off contracts, opts out contracts, reduction of contracts and superseding contracts with sales and the contract review group
* Coordinate billing restructures and adjustments to contracts with sales and the contract review group

## Qualifications for accounts receivable coordinator

* Process vendor forms and w9 requests
* Ability to resolve contract questions or issues with the sales department by clarifying any complaints
* Strong understanding of accounting theory and internal controls
* Ability to research and reconcile accounts and transactions
* Ensure all bills are raised
* Collection of aged debtors