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# Example of Accounts Receivable Coordinator Job Description

Our company is hiring for an accounts receivable coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounts receivable coordinator

* Deal with all customer queries
* Compilation of monthly Key Performance indicators
* Reviewing and approving new accounts
* Working on monthly statements
* Ensuring that all cash is applied accurately and completely
* Balancing daily bank deposits to Accounts Receivable receipts
* Applying cash to all customer accounts and communicating customer remittance issues to Credit Department
* Supporting Credit, Accounting, and Audit requests for customer payment information and cash application
* Creating chargebacks for all unauthorized deductions clearing all approved deductions
* Supporting SOX and Financial audit requirements related to Accounts Receviable processes

## Qualifications for accounts receivable coordinator

* Creating and maintaining Accounts Receivable card information
* Controlling the daily parts order queue and contacting customers for pre-collecting
* Making daily collection calls
* Assisting customers with billing disputes
* Processing customer refunds, credits and debits
* Folding and mailing daily invoices and monthly statements