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# Example of Accounts Receivable Representative Job Description

Our company is looking to fill the role of accounts receivable representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for accounts receivable representative

* Daily invoice print and invoice mailings / emails
* Daily, week-end, and month-end sales balancing and reporting
* Month-end computer closing
* Co-packer warehouse routing, confirming, and invoicing
* Processing credits and debits to reconcile customer payments, and managing all unapplied cash
* Providing support, as needed, with managing the accounts receivable aging status of customers
* Collection calls to keep customer accounts current
* Running credit reports to support all new and existing customer credit checks
* Performing data file maintenance on all customer accounts, as needed
* Collection and management of a diverse account receivables portfolio via telephone, email

## Qualifications for accounts receivable representative

* Self- starter, team player, analytic & problem solving ability
* Ability to utilize technology available including use and navigation of Microsoft Word, Excel, and Outlook, as well Internet functions
* Associates degree or equivalent experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform duties
* Ability to utilize a computer, telephone, fax and copy machine other general office equipment
* Ability to critically review and make recommendations to manager of accounts to be submitted to the legal department
* Ability to critically review customer credit worthiness and status of outstanding customer receivables and place accounts on credit hold as per self-determination