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# Example of Accounts Receivable Representative Job Description

Our growing company is looking to fill the role of accounts receivable representative. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounts receivable representative

* Follow established procedures for processing receipts, cash
* Ensures that all cash is applied accurately and completely
* Creates charge-backs for all unauthorized deductions clearing all approved deductions
* Military billing
* Providing support, as needed, in managing the accounts receivable aging status of customers
* Maintain accurate records and timely distribution of reports
* Seek ways to improve Accounts Receivable procedures and personal work processes
* Daily cash application for multiple divisions
* Daily research of potential duplicate credits
* Daily verification that totes picked up have been keyed

## Qualifications for accounts receivable representative

* Working knowledge of MS Office such as Word, Outlook, and Excel
* Ability to organize tasks and carry out multiple assignments concurrently
* Ability to adapt to changes in the external and internal environment and organization
* Knowledge of third party and hospital billing
* Minimum of 1 year experience with high volume of incoming and outgoing telephone calls and providing related telephone customer service to patients and insurance carriers
* Bilingual a plus (Spanish Preferred)