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# Example of Accounts Receivable Representative Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of accounts receivable representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts receivable representative

* Weekly processing of customer rebates
* Weekly input of the office supply order
* Allocates checks through a Lockbox system with remittance advice scanned in by the bank and provided by the customer
* Applies over 100 lines of cash applications on a daily basis
* Accesses payment information off the Internet for the wholesale and Retail batches and history researched within a CD-ROM
* Accesses payment information from the customers Website or an e-mail received from the customer
* Contacts customer’s via telephone with discrepancies found with a payment
* Sends letter/invoice to customer whenever unapplied cash or a charge back is applied to customer’s account
* Resolves unapplied cash and charge back transactions on a timely basis
* Closes out all open batches within two days

## Qualifications for accounts receivable representative

* Data Entry and clerical experience, required
* Highly organized, extremely detail-oriented, and ability to multi-task in a fast paced environment
* Ability to work independently with little supervision, yet work well in a team environment
* Ability to manage a high volume workload, with ever changing deadlines and priorities and must work well under pressure, meeting multiple deadlines
* Must have a positive attitude and strong work ethic, with the ability to work overtime as needed to meet deadlines
* Monitor all Accounts billed and follow-up on unpaid balances over 30 days