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# Example of Accounts Receivable Job Description

Our company is growing rapidly and is looking to fill the role of accounts receivable. 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

* Processing unpaid cheques
* Liaise with other key functions of the business as and when required
* Daily data entry of all payments into Counterpoint/Paradigm database
* Daily reconciliation of bank data and Counterpoint/Paradigm data entries
* Working closely with Ad Sales to manage timely collection of pre-paid accounts
* Communicating with clients regarding outstanding payments
* Sending daily collection status updates to Account Manager's on all payments received
* Preparing Month End Cash Report from daily cash posting activity data
* Assisting departmental Managers and other members of the department with special projects
* Diligently follow-up on past due balances

## Qualifications for accounts receivable

* Knowledge of accounts receivable process and procedures
* Availability to work past normal business hours when necessary
* Knowledge of automated ERP systems such as QuickBooks, Microsoft Dynamics, MAS500
* Cross functional expertise
* Strong collections experience
* 1-5 years of Accounts Receivable work experience