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# Example of Accounts Receivables Job Description

Our growing company is searching for experienced candidates for the position of accounts receivables. 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 receivables

* Review the month end close processes
* Working directly with insurance or patient accounts and handling all correspondences related to these customers contacting insurance carriers, patients and other facilities as needed to get maximum payment on accounts and identify issues or changes to achieve client profitability
* Handle EDI (Electronic Data Interchange) transactions and ERA files, including reconciling carrier submissions, edits and rejection reports
* Researching and resolving accounts appearing on Delinquent Insurance, Collection Ledger, and Government Payor reports as directed by management, making appropriate decisions on accounts to be worked to maximize reimbursement
* Follow up, collection and allocation of payments
* Monitor customer vendor details for non-payments, delayed payments and other irregularities
* Communicate with vendors via phone, email, mail or personally
* Calculate and track event rebates
* Accurately process Sabre invoices for commissionable events
* Support reconciliation of daily payment reports

## Qualifications for accounts receivables

* Bachelor’s degree in Finance or Accounting and 7+ years of relevant work experience
* Expert in Microsoft Excel and Microsoft Word
* Strong systems knowledge of Oracle, preferably R12
* Good spoken and written Slovenian language is a requirement
* University Degree (Financial background would be considered as an advantage)
* Perform routine accounting tasks in a timely manner