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# Example of Accounts Receivables Job Description

Our company is hiring for an accounts receivables. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounts receivables

* Record monthly manual sales invoices for scrap sales
* Review Blackline reconciliation made by the responsible team
* MUST HAVE COLLEAGUE ACCOUNT RECEIVABLES MODULE EXPERIENCE
* CAN RESIDE ANYWHERE IN THE US - REMOTE FROM HOME
* Understands client needs, consistently meets expectations and responds promptly and professionally to client and internal requests, seeking guidance as appropriate
* Analyze and reconcile agent accounts
* Manage and utilize time effectively, assist others on the team and across the organization
* Posting and allocating customer payments
* Reconciliation of cash sales to cash deposits
* Managing customer profile in designated regions

## Qualifications for accounts receivables

* 2 -3 years of experience in statutory/ GAAP accounting / preferably in international business environment
* Experience in working with US GAAP
* Experience in working with SAP & financial systems
* Daily processing of invoices and cash receipts
* Associates degree in business or accounting and a minimum of 2 years of work experience or equivalent related experience, ideally in an accounting/finance environment
* Customer visitations