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# Example of Analyst, Accounts Receivable Job Description

Our innovative and growing company is looking for an analyst, 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 analyst, accounts receivable

* Run and post monthly accounts receivable report
* Run and post monthly scholarship report, including reconciliation and resolution of any discrepancies in reporting
* Reconcile monthly gift certificate reporting
* Update subscriber numbers in accordance with positioning requirements as stated in contracts
* Bill affiliate revenue in accordance with most recent contract terms
* Monitor and pursue collection/reconciliation of outstanding balances on the aged trial balance for assigned entities
* Prepare deposits and record deposits
* Ensure that all deadlines and guidelines for billing and accounts receivable are met
* Salesmen commissions
* Company credit card reconciliation

## Qualifications for analyst, accounts receivable

* Previous experience with Bank Reconciliation, Cash Management, and Expense Reports
* Monitoring daily banking
* Performing month-end bank reconciliations
* Experience working in FP&A with exposure to complex internal reporting and analytical processes and exposure to executive leadership preferred
* Commercial Real Estate industry experience preferred
* Preference for CPA (active or inactive status)