Downloaded from <https://www.velvetjobs.com/job-descriptions/analyst-accounts-receivable>

# Example of Analyst, Accounts Receivable Job Description

Our company is looking for an analyst, accounts receivable. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analyst, accounts receivable

* Performing analysis of collections data
* Analyzing accounts receivable portfolios identifying outstanding balance, delinquency, credit scoring, and risk
* Running aging reports
* Bills customers in a timely and accurate manner
* Reconciles unbilled receivables on a scheduled basis
* Reviews various reports such as aged receivables to identify unpaid invoices
* Interact with customers about unpaid invoices and gather information to understand reasons invoices are unpaid
* Utilize phone, email, and computer systems for analysis and collections operations
* Monitor new customer orders on hold for credit reasons and work with various departments to release the orders
* Observe cash receipts to follow up and resolve collection efforts in progress

## Qualifications for analyst, accounts receivable

* Associate's degree in Accounting, Business or similar combination of education and experience
* 5 plus years of experience with Accounts Receivable Collections
* Experience handling Automotive customers is preferred
* As business need dictate
* Knowledgeable in the Fair Debt Collections Practice Act, the Fair Credit Reporting Act and Fair Credit Billing Act, , Federal Bankruptcy Laws
* Collections/Call Center experience