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# Example of Analyst, Accounts Receivable Job Description

Our company is growing rapidly and is looking for an analyst, accounts receivable. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for analyst, accounts receivable

* Prepare internal Accounts Receivable Organization (ARO) audits
* Review ARO controls and policies to ensure compliance
* Ensure daily bank and invoice feeds processed
* Place collection calls and emails as needed
* Run weekly aging reports on DSO
* Identifies, analyzes, and resolves issues on delinquent accounts
* Perform financial reporting on investigations and resolutions
* Maintain compliance with internal policies and procedures
* Responsible for Collections – contacts customers and follows up on payments due, sends past due notices and follows up as needed
* Ensures compliance with established accounting policies and procedures, including all Sarbanes-Oxley policies and procedures as they relate to the daily operations of the business

## Qualifications for analyst, accounts receivable

* Customer service focus required as well
* Assists in resolution of outstanding invoice queries/disputes related to mis-directed payments
* Supports internal metrics and goals through cash application activities
* Demonstrated written, verbal and interpersonal skills required
* Bachelor's degree in relevant field (Accounting/Finance/Business)
* Experience in managing a high volume of transactions