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# Example of Analyst, AR Job Description

Our innovative and growing company is looking for an analyst, AR. 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, AR

* Process credit card and cash/COD payments
* Preform credit investigations for new and existing accounts
* Set up and make account adjustments
* File preliminary notices
* Review and issue lien releases
* Handle other tasks as assigned by the Division Credit Manager
* Contact customers to make arrangements for payment and to resolve disputes
* Partner/coordinate with AR leadership team to develop and modify/improve existing reporting to allow members of the Key Accounts team to function more efficiently and accurately
* Partner with members of the Key Account team to help identify needs/requests for additional reporting to assist in routine duties ad hoc reporting needs
* Assist in training/development of members of Key Accounts team on technical tools to (Excel, Access, ) to drive efficiency, accuracy and control

## Qualifications for analyst, AR

* Bachelor’s degree in Accounting, Finance, Business or equivalent combination of education and experience
* Undergraduate degree in Accounting, Finance or Systems
* Good verbal ability to effectively communicate with different departments at the customer and internal departments Customer Vice Presidents of Merchandising to Accounts Payable staff
* Dutch B2
* Dutch C1/C2
* Arabic as an asset