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# Example of Analyst, AR Job Description

Our innovative and growing company is looking to fill the role of analyst, AR. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for analyst, AR

* Deduction management and resolution
* Broker, sales team, customer interface
* Understand customer deals/pricing and load/maintain customer contracts
* Application of cash and processing customer remittances
* Meet operational metric targets
* Participation in small projects
* Complete daily/weekly/monthly accounting and reporting tasks
* Supports month end close functions
* Supports Sox requirements
* Assists with quarterly external reporting

## Qualifications for analyst, AR

* Coordinate cross functional communications between Subscriber Services, Sales, Customer Service, and other departments
* Review business reports, identify invoices outstanding and
* Required to work shift & weekend (Saturday)
* O2C experience
* 5 years accounts receivable and research analysis experience required
* Advanced Excel and Cash application is required