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# Example of AR Accountant Job Description

Our growing company is hiring for an AR accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for AR accountant

* Drive streamlining processes and best practices implementation working with operations and accounting
* Act as a liaison with the general ledger and corporate accounting teams to ensure regular timely and accurate closes
* Maintain service level agreements and key performance indicators for the accounts receivable accounting function
* Determines and implements the most effective methods for controlling and processing accounting information
* Supervises accounting staff as required
* Collection, management and resolution of outstanding invoices from past due accounts
* Interface with the Customer care, sales, logistic team to troubleshoot and resolve customer payment discrepancies and perform quarterly revenue recognition
* Prepare bad debt analysis and monitor cash collection in the region
* Perform pre-sale credit risk evaluation and credit approval decisions
* Manage AR team to ensure timely month end closing

## Qualifications for AR accountant

* Highly developed organizational interpersonal skills and the ability to communicate technical concepts to non-technical personnel
* SOX experience in financial services
* Involve in financial and statutory reporting
* Ensure compliance with SOP and SOX
* 3-5 years of relevant experience in credit control, management and AR
* Strong communication skills, customer service focused and a team player