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# Example of Cash Collections Job Description

Our company is hiring for a cash collections. 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 cash collections

* Resolve collection disputes utilizing appropriate leverage and procedures to successfully influence payment
* Guarantee all accounts are reconciled and any balances with issues are correctly identified and include a plan for resolution
* Work with the sales and customer success teams to jointly support the customer in any issue that could put timely payment from the customer at risk
* Escalate cases to the management team with all supporting information and guarantee all necessary actions within control have been taken
* Responsible for accurate, complete, and timely application of cash receipts against outstanding receivables
* Ensure daily bank deposit is written up and ready to be taken to the bank
* Identify and resolve payment discrepancies and answer client inquiries as needed
* Reconciliation and entries to factor in Foreign Exchange Gain and Loss and other adjustments
* Assist A/R team with completion of new customer set-up forms
* Reporting the results of work in the area of outstanding receivables & referring the most delicate matters to the superior

## Qualifications for cash collections

* 5+ years professional experience of accounting or finance experience or in required field (revenue accounting, pricing, commissions, billing, etc)
* Be familiar with IFRS accounting issues and Sarbanes-Oxley requirements and local accounting skills
* Comprehensive knowledge and understanding on software collection situation and challenges it might have
* Team player with strong communication skill
* Bachelor degree in Business Administration, Accounting/Finance or related business background (MBA) Preferred
* Manage a team size of 10 - 15 FTE’s