Downloaded from <https://www.velvetjobs.com/job-descriptions/receivable-accountant>

# Example of Receivable Accountant Job Description

Our company is hiring for a receivable accountant. 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 receivable accountant

* Manage and upload charge back transactions into legacy/SAP
* Be responsible for accurate and timely processing of all cash-related transactions received through different means
* Be challenged by the very high internal control standards and the associated key role of the Treasury Department
* Be exposed to an international environment with a high diversity of documents, processes and contacts
* Process various types of collections from customers
* Maintain accurate account receivables related bookings in company's records in line with company's policies and procedures
* Cooperate with other team members, company departments and affiliates
* Obtain appropriate supporting documentation and approvals for processing of payment or invoicing as required
* Post daily sales and cost of sales
* Post goods delivery entries

## Qualifications for receivable accountant

* Software and system savvy
* Two year college degree or above, or the equivalent combination of education and experience
* Experience with SAP and internal information managements systems preferred
* Strong accounting concept and attention to detail
* Must have strong computer skills, including MS Word and Outlook
* Customer master data maintenance / different account set ups