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# Example of Receivable Accountant Job Description

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

## Responsibilities for receivable accountant

* Reconcile various accounts receivable accounts, researching and resolving variances
* Log all checks accurately and run through the Remote Deposit capture timely
* Run credit card recurring billing through appropriate system or as needed
* Communicate with internal partners about those credit cards that decline for international vendors
* Research cash application errors
* Research and correct any account disputes or billing discrepancies
* Work closely with the VPP sales and receivable team as needed
* Support other accounts receivable functions, as needed
* Monitor cash collection
* Coordinate daily accounts receivable process working closely with global counterparts

## Qualifications for receivable accountant

* Intermediate MS Access skills preferred
* Knowledge of accounting mainframe systems and or software
* Minimum 3 – 5 years related experience, preferably in Finance or Accounting, required
* 2+ years' experience with strong A/R and Billing focus
* Ability to manage and prioritize a variety of tasks at once to meet deadlines
* Ability to spot issue quickly and make an initial attempt to resolve issue