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# Example of Senior Accounts Receivable Job Description

Our company is searching for experienced candidates for the position of senior accounts receivable. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior accounts receivable

* Keep aging accounts at an acceptable level
* Assist in negotiating/documenting Promissory Notes and
* Direct collection contact with customers by phone regarding past due
* Train clients on senior living billing issues
* Manage workload to meet customer requirements
* Work on multiple projects and prioritize work based on due dates
* Actively participate within the senior living accounts receivable consulting team
* Mentor associates and help support their continuing education needs
* Identify ways to complete work more efficiently
* Assess results against goals and work within the team to make corrections as necessary

## Qualifications for senior accounts receivable

* Solid strategic, analytic and financial skills
* 1+ year clerical office work experience, required
* Ability to input data into computerized billing system, required
* Familiarity with advanced computer programs (MS Office, Excel 03)
* Familiarity with SAP FI SD module
* Minimum 5+ years business experience with at least one year in an analytical function (Ex