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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. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior accounts receivable

* Interact with internal and external customers to resolve outstanding payment issues as they arise
* Support Sale & Marketing and Dealer services departments in special program implementation such a 2 payment waiver program
* Daily operations - A customers (Franchises and Department Stores)
* Ensures the coordination of invoice activities for designated agencies, locations and assigned regional and national contracts, leading to the timely reimbursement of receivables using available resources including databases, internet, and telephone
* Researches and resolves denials received daily which have not passed payer edits, which may lead to a final appeal of denied services
* Determines and initiates action to resolve rejected invoices and prepares payer corrections and/or appeals using electronic and paper processes
* Guides/instructs and supports agencies, branch locations, Regional Care Center(s), National Claims Center (NCC), network providers and regional and national payer personnel encompassing all aspects of insurance, government payers and private pay claims processing
* Communicates with agencies, branch locations, RCC’s, NCC and National Account Liaisons to educate them concerning the importance of clean claims
* Utilizes various resources to determine patient’s eligibility, benefits and health plan confirmation
* Analyzes and clears payment variances

## Qualifications for senior accounts receivable

* A high level of accuracy and attention to detail and have a dedicated approach to work
* Exceptional reconciliation and analysis skills
* The ability to think proactively, and solve any anomalies
* The ability to hit the ground running using initiative
* A proven ability to work with foreign currency
* A proven ability to work in a small team environment and autonomously with established procedures and practices