



Example of Account Receivable Job Description

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Our company is looking for an account receivable. 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 account receivable

- Supervises the medical billing of all third party claims to various payers utilizing standard processes with clearinghouse submission or direct submitter when applicable
- Develops processes and procedures to optimize work performance and ensure compliance with third party and governmental regulations
- Prepares monthly and periodic reports analyzing the accounts receivable and escalates problems as necessary
- Responsible for the training and development of new and existing employees, including employee counseling and annual reviews
- Responsible for communicating changes to coding or documentation requirements to all applicable departments and providers
- Communicates with third party payers regarding contracting issues and billing compliance
- Performs random audits of employee batches and accounts receivable follow up
- Assists the Business Office Director in all duties related to the collection of third party payer claims
- Successful applicant will be legally eligible to enter into an employment relationship under the laws of HungaryResolve customer inquiries promptly & accurately, by understanding customer market & needs
- Successful applicant will be legally eligible to enter into an employment relationship under the laws of HungaryProactively contact customers for

Qualifications for account receivable

- Prior experience must have included all relevant Accounts Receivable functions in an automated computerized environment, including maintenance, scanning, preparation, data entry, filing, and reconciling accounts
- Minimum qualifications SPM/STPM
- At least 1 year of working experience in related field
- Meticulous and of high integrity
- Independent, analytical, selfmotivated and with good interpersonal skills
- 3 years experience in the collection/customer service function in the multinational environment Willingness to work US hours (2 nd shift)