Example of Accounts Receivable Associate Job Description

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Our company is looking to fill the role of accounts receivable associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for accounts receivable associate

- Process sponsor payments to include contract processing, invoicing, collections & balance due calls
- Support sponsorship fulfillment team for 40 1-day events throughout the year
- Provide customer service with sponsors via telephone and email
- Enter contracts in ACT database & Expocad invoicing software
- Sales report updates to reflect accurate activity on a weekly basis
- Provide clerical support and working on special projects as needed
- Accounting degree and working experience in Finance and Accounting area
- Participates in various AR Continuous Improvement initiatives
- Provides timely research of all remittance transactions, as needed, in order to resolve all unapplied cash remittances
- Work according to given process documentation

Qualifications for accounts receivable associate

- 2+ years collections/billing experience preferred
- Confidence while working with various personality types
- Invoicing and collections experience
- Obtain back up documentation from service and operations personnel, and attach to customer accounts when accounts are placed with a collection agency
- Provide invoices and account information to necessary Area personnel, as