



Example of Accounts Receivable Specialist Job Description

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

Responsibilities for accounts receivable specialist

- Process customer returns for credit
- Address all external customer inquiries in a timely and effective manner
- Monitor outstanding receivables balances by brokers and prepare aging schedules for management
- High volume processing of cash receipts
- Handling and resolving queries and unallocated cash
- Credit reviews and analysis, credit memo and manual invoice processing, filing/archiving and balance sheet reconciliations
- Ensure the coordination of claim activities and designated agencies, and the timely reimbursement of receivables
- Research, resolve, and prepare claims that have not passed the payer edits daily
- Analyze each agency's outstanding monthly accounts receivable, and process claims to obtain zero balances
- Clear payment variances, resolving differences, and initiating corrective action

Qualifications for accounts receivable specialist

- Speaking a language is favourable
- Works well in a team and alone
- Ability to build good constructive relationships with internal and external

- Conscientious, completer/finisher
- Confidence, enthusiasm and team oriented