



Example of Accounts Receivable Specialist Job Description

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Our company is looking to fill the role of accounts receivable specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for accounts receivable specialist

- Communicating via phone calls and emails regarding collection on delinquent accounts
- Input of reinsurance premiums, losses and other information to the general ledger
- Regular correspondence with back-office staff of client companies regarding overdue balances, claim payments
- Experienced in reconciling charge backs and deductions
- Processes customer payments in ERP system
- Assists customers with invoicing and payment inquiries
- Researches customer activity in the ERP system, to include cash receipts, adjustments, GL account coding and posting of cash receipts
- Tracks and resolves outstanding payment issues
- Processes customer credit and debit memos
- Provide weekly updates on AR to management

Qualifications for accounts receivable specialist

- Alpha Numeric keying
- Background in reinsurance, insurance, banking or other similar field is strongly preferred
- Bilingual (Portuguese/English or Spanish/English) is a must
- Strong organizational and communications (written and oral) are required being detail-oriented

- Research and resolve accounts receivable issues with both the customer and internal account management team