



Example of Accounts Receivable Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of accounts receivable specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for accounts receivable specialist

- Prepare and send out invoices for billing
- Manage and enter all incoming bills
- Assist in monthly close procedures
- Assist in producing insightful financial analyses and reports on a regular and ad hoc basis
- Tracking and resolving outstanding payments
- Billing and Accounts Receivable activities
- Work with Contracts Administrator on job and contract set-up
- Work closely with Project Managers to meet deadlines for customer billings
- Collections and customer follow-up
- Banking transaction postings

Qualifications for accounts receivable specialist

- Support the collection efforts and calls for the accounts receivable portfolio
- Document the daily collections activity
- Identify bad debt exposure
- Minimum of 3 years of experience in AR
- Bachelor's degree is a plus dependent on experience
- Bright and flexible team player capable of working at a rapidly growing company in a fast-paced environment