



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

- Reviews and approves invoices for payment
- Provides monthly analysis of unbilled AR and aging reports
- Manage service launch
- Oversee cash receipts and reconcile payment discrepancies
- Proper management of AR collection and direct interfacing with customers on collection matters and dispute resolution with professional
- Interact with Sales team to resolve outstanding issues
- Timely and accurately prepare monthly reporting of AR aging/cash receipts/AR Collection
- Manage commission and rebates to agencies
- Prepare tax compliance work such as stamp duty
- Perform other related and tasks to be assigned

Qualifications for accounts receivable specialist

- Daily operational tasks include making daily collection calls, preparing various reports
- Several years Account Receivable and Cash Collection experience
- Experience with ERP system, ideally Oracle
- Detail-orientation and accurate work style
- Positive and pro-active work attitude

