Example of Accounts Receivables Job Description

Powered by www.VelvetJobs.com

Our company is hiring for an accounts receivables. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for accounts receivables

- Provide key collections interface with customers' Accounts Payable department
- Ensure all customer contact records are input to ERP systems accurately and timely
- Proactively call customers early in the cash collection cycle to identify non payment issues (disputes) and ensure compliance with the defined segmentation calling process
- Build good working relationships and trust with all external customers and the internal business unit representatives
- Document and report promise to pay and disputes accurately (using the defined reason codes) and escalate appropriately through the dispute escalation process
- Resolve disputes that are under your control in an efficient and effective manner
- Undertake customer visits as required
- Maintain and compile timely and accurate customer account information to support cash collection meetings, internal business and departmental review meetings
- Support business cash actuals and forecasting process as required
- Ensure accurate and timely cash application to invoices

Qualifications for accounts receivables

- Higher Diploma / Diploma in Accounting or related discipline

- To liaise with credit rating agencies to obtain credit rating reports or other analysis for customer evaluation
- Monitor credit limits and flag exceptions for attention
- To prepare fortnightly overdue reports with details on status, issues arising and actions required