



Example of Analyst, Accounts Receivable Job Description

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Our innovative and growing company is looking for an analyst, accounts receivable. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for analyst, accounts receivable

- Run and post monthly accounts receivable report
- Run and post monthly scholarship report, including reconciliation and resolution of any discrepancies in reporting
- Reconcile monthly gift certificate reporting
- Update subscriber numbers in accordance with positioning requirements as stated in contracts
- Bill affiliate revenue in accordance with most recent contract terms
- Monitor and pursue collection/reconciliation of outstanding balances on the aged trial balance for assigned entities
- Prepare deposits and record deposits
- Ensure that all deadlines and guidelines for billing and accounts receivable are met
- Salesmen commissions
- Company credit card reconciliation

Qualifications for analyst, accounts receivable

- Previous experience with Bank Reconciliation, Cash Management, and Expense Reports
- Monitoring daily banking
- Performing month-end bank reconciliations
- Experience working in FP&A with exposure to complex internal reporting and

- Preference for CPA (active or inactive status)