Example of Analyst, Accounts Receivable Job Description

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Our innovative and growing company is looking for an analyst, accounts receivable. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for analyst, accounts receivable

- All aspects for some specific major retailer accounts, such as pricing issues and shortages
- Processing EDI reports for different retailers
- Responding to Macess and email inquiries accurately and timely
- Processing all lockbox files into Managed Healthcare Systems (MHS)
- Ensuring all member payments are accurately processed to the appropriate account using the matching criteria and online decision
- Processing on rejected payment and refunds with appropriate
- Processing refunds for members identified with overpayments
- Processing payments received in-house must be scanned daily
- Manage an assigned portfolio of past due accounts
- Respond to Macess and email inquiries accurately and in a timely fashion

Qualifications for analyst, accounts receivable

- An Associate's Degree in Business, Finance, related field, or equivalent experience
- Must be a results driven & be able to work in an ever changing market
- Ability to work independently and autonomously, part of a team
- Understanding of the accounts receivable processes
- Ability to read, manipulate and interpret complex reporting and spreadsheets