



Example of Analyst, Accounts Receivable Job Description

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Our company is growing rapidly and is hiring for an analyst, accounts receivable. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for analyst, accounts receivable

- Maintain departmental records to supply backup as requested
- Establish process for measuring success
- Process all lockbox files and online payments into Managed Healthcare Systems (MHS)
- Compile and analyze financial information for the organization
- Analyze high transaction volume
- Accounts Receivable (A/R) Reconciliation duties
- Process documentation occasionally
- Gather and analyze Accounts Receivable data to prepare reports for management
- Keep track of emails and communication regarding billing and clients through the month to ensure accurate billing
- Correspond with business unit customers daily

Qualifications for analyst, accounts receivable

- Exposure to Oracle (11i/R12) a plus
- Proficient with Oracle CORE and Lotus Notes is preferred
- Must have the ability to effectively communicate with accounting associates convey financial facts
- Excellent verbal and written communication skills must be able to effectively

- Comprehensive understanding of accounts receivable reconciliation and collection processes
- Minimum three years proven experience administering the accounts receivable aging of an assigned portfolio of complex accounts