



Example of Analyst, AR Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of analyst, AR. 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, AR

- Review accounts where an adjustment may or may not be present to clear potential inaccuracies
- Provide guidance on drafting procedures for recurring processes needed as identified through special projects
- Complete and comprehend all educational requirements
- Perform analysis of collections related data in order to identify emerging trends, identify problem areas, propose alternative solutions and corrective actions
- Develop demand and staffing plans to ensure adequate portfolio coverage and load balancing between the collections workforce
- Daily booking of customer payments • Booking of bank fees, US Lockbox
- Reconciling AR account(s) to the general ledger
- Managing and resolving invoice discrepancies to ensure timely and accurate receivables
- Managing internal and external Accounts receivable inquiries
- Maintain Customer relationships by responding timely and accurately to both internal (company) and external (vendor directly) questions and requests for information

Qualifications for analyst, AR

- Prior experience in O2C area will be an advantage

- Must have ability to multi-task and work in a fast paced environment with the understanding of time sensitivity
- Must be able to work overtime when needed or requested
- 1 - 2 year experience working in a finance department
- A minimum of a Bachelor's degree in Accounting or Finance