



Example of Analyst, AR Job Description

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Our company is looking to fill the role of analyst, AR. 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, AR

- Preparation an entry of expense report reimbursements
- Perform/review periodic account and bank reconciliations
- Reconcile inventory receipts to vendor invoices
- Process all lockbox files into Managed Healthcare Systems (MHS)
- Prepare or assist in the preparation of the company cash forecasts for future cash needs to senior executives and parent holding company
- Create and manage bank database for electronic disbursements (wire transfers and ACH transactions)
- Process all ACH and wire transfers to taxing agencies (payroll and sales tax) and vendors (benefit and insurance carriers,) then record disbursement activity to company general ledger
- Analyzes postings to intercompany accounts across all companies and systems
- Determines the accuracy and validity of all transactions in the intercompany accounts, reposting improperly coded or improperly received items and allocating to correct companies, and ultimately reconciling these accounts and ensuring there are no differences among companies
- Identifies reconciling items to be cleared on a monthly basis between REIT and TRS

Qualifications for analyst, AR

- Excellent interpersonal and customer service skills with ability to communicate with and provide direction to all levels of employees within an organization communicate effectively with all external customers / vendors
- Confer with customer by meetings in attempt to determine reason for overdue payment
- Must possess good written and verbal communications skills (English)
- Should be able to demonstrate PC proficiency in MS Word and Excel learn any corporate or industry software used for the effectiveness of the position
- Proficiency with forecasting, planning and explaining results vs