



Example of AR Accountant Job Description

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Our company is growing rapidly and is looking for an AR accountant. 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 AR accountant

- Credit analysis and reporting
- Assisting with month-end including preparation of journal entries and reconciliations
- Receive, prepare, verify, and process sales orders and sales invoices
- Process and post customer credit card payments
- Prepare A/R aging analysis and reporting
- Complete monthly gross receipt/sales tax reports
- General journal processing
- Backup for the A/P
- Prepare internal payroll reports for submission to third party payroll vendor
- Review of project billing to ensure setup is consistent with contract terms and conditions

Qualifications for AR accountant

- Ability to write correspondence and emails
- Experience with Microsoft SL required
- Able to meet strict deadlines and work with minimal supervision
- Ability to work well under pressure and take ownership of A/R functions
- Ability to shift gears and reprioritize tasks as required
- Experience with annual audit compliance is a real plus