



Example of AR Analyst Job Description

Powered by www.VelvetJobs.com

Our company is looking for an AR analyst. 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 analyst

- Collaborating with the Global Finance Operations team and internal business partners in the US, Mexico, Brazil, Costa Rica and new Geo launches
- Timely publish report via weekly metrics and provide status updates on projects
- Participate in operational excellence activities
- Understand existing policies and procedures (process maps) and support in preparing as SOP's ensuring that SOP's are always updated to ensure knowledge management
- AR Analyst - cash collection
- Contacting customers (e-mail and phone contact) for query clarification in Swedish language
- Credit Limits
- Additional reporting tasks
- Receives, investigates, and responds to incoming customer inquiries regarding invoicing, payment terms/schedules, contract management, license provisioning, account cancellations and reductions
- Analyzes Accounts Receivable data to prepare reports for management

Qualifications for AR analyst

- 5 + years in industry preferred
- Experience with Hyperion, JD Edwards, and PeopleSoft preferred

- Bachelor's Degree in Business, Accounting or Finance or similar field of study
- Prior experience handling Strategic and National Accounts strongly preferred