

Accounts Receivable Clerk Job Description Template

Overview of Accounts Receivable Clerk

An Accounts Receivable Clerk is responsible for managing and maintaining accurate financial records for a company. With exceptional attention to detail and strong organizational skills, they ensure that all invoices are processed and payments are received in a timely manner. Accounts Receivable Clerks possess excellent communication skills and are adept at resolving any billing discrepancies or issues that may arise. Their role is vital in maintaining the financial stability of a company and ensuring smooth cash flow operations.

What Does an Accounts Receivable Clerk Do?

Are you good at managing accounts receivable processes? We are seeking a skilled Accounts Receivable Clerk to join our team and ensure accurate and timely processing of payments.

In this role, you will play a critical role in our finance team by ensuring accurate and timely processing of incoming payments and maintaining up-to-date records of accounts receivable transactions. You will be responsible for invoicing customers, reconciling accounts, and following up on outstanding balances to ensure timely collection.

If you are looking for a rewarding role where you can apply your accounting expertise to support our company's financial operations, we want to hear from you!

Accounts Receivable Clerk Responsibilities and Roles

- ❖ Generate and send out invoices to customers on time.
- ❖ Monitor accounts receivable aging reports to identify overdue payments and follow up with customers via phone, email, or mail.
- ❖ Investigate and resolve billing discrepancies or disputes, issuing credit memos or adjustments as needed.
- ❖ Using accounting software, keep precise records of all customer interactions and payment status.
- ❖ Collaborate with internal departments, including sales and customer service, to address customer inquiries and resolve payment issues.

- ❖ Prepare and distribute monthly statements to customers, reconciling accounts as necessary.
- ❖ Assist with month-end closing activities, including preparing aging reports and analyzing accounts receivable data.
- ❖ Assist in the implementation of accounts receivable best practices and process improvements.
- ❖ Adhere to company policies and procedures, as well as regulatory requirements, regarding accounts receivable processes and collections.

Accounts Receivable Clerk Skills and Requirements

- ❖ High school diploma or equivalent; associate's or bachelor's degree in accounting or finance preferred.
- ❖ Proven experience in accounts receivable, billing, or related field.
- ❖ Proficiency with the Microsoft Office suite and accounting applications, such as SAP and QuickBooks.
- ❖ Strong numerical aptitude and attention to detail, with the ability to accurately process large volumes of transactions.
- ❖ Outstanding interpersonal and communication abilities, with the capacity to engage in business interactions with customers as well as colleagues.
- ❖ strong problem-solving abilities, including the capacity to evaluate information, identify patterns, and recommend solutions.
- ❖ Capacity to function both independently and collaboratively in a fast-paced environment.
- ❖ Familiarity with accounting principles and practices, including GAAP.

Pro Tip

While screening applicants and employees, deploying skill testing and competency-based valuation is crucial for a bias-free hiring process. Use Xobin to run end-to-end screening, assessment and AI-powered video interviews for this role and 1500+ other roles.