JOB DESCRIPTION

| **TITLE** | ACCOUNTS RECEIVABLE (A/R) ADMINISTRATOR | | |
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| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The Accounts Receivable (A/R) Administrator manages invoicing, payment collection, and customer account reconciliation to ensure timely and accurate revenue processing for [Organization Name]. This role involves maintaining strong relationships with clients and resolving payment discrepancies efficiently.

The ideal candidate is detail-oriented, organized, and skilled in communication and financial systems.

**Duties and Responsibilities**

Overall Responsibilities:

* Prepare and issue invoices to customers, ensuring accuracy and timeliness.
* Monitor customer accounts and track payment statuses.
* Perform collections activities, including following up on overdue accounts.
* Reconcile customer accounts and resolve payment discrepancies.
* Generate and analyze aging reports to identify outstanding balances.
* Maintain accurate records of transactions and correspondence.
* Assist with month-end closing tasks, including revenue reporting and adjustments.
* Collaborate with sales and customer service teams to address billing inquiries.
* Process customer refunds, credits, and adjustments as required.
* Perform additional duties as assigned by management.

**Qualifications**

* Post secondary education in Accounting, Finance, or Business Administration in progress or completed preferred.
* High school diploma or general education degree required.
* Minimum of X years of experience in accounts receivable or a similar financial role.
* Proficiency in accounting software and experience working with ERP systems.
* Basic knowledge of general accounting principles and financial reporting.
* Familiarity with aging reports, reconciliation processes, and collections procedures.
* Exposure to month-end closing and accounts receivable adjustments is an asset

**Core Competencies**

* Attention to detail and commitment to accuracy.
* Effective time management and organizational skills.
* Strong customer service orientation.
* Ability to handle sensitive financial information with confidentiality.
* Proactive approach to resolving payment and account issues.

**Working Conditions**

* Work schedule is typically [insert schedule, e.g., 8 am to 5 pm Mondays through Fridays].
* Office environment with standard working hours.
* May require extended hours during month-end or collection periods.
* Consistent exposure to computer screens.