

## **Accounts Receivable Specialist**

### **Position Description**

An accounts receivable specialist handles credit and collection functions for a company by managing customer credit limits, credit holds, work release limits and communicating with members and customers regarding billing, collection or credit matters. They perform data entry of payments, credit card processing and monitor customer accounts. They enter payments on customer accounts and process checks by phone and credit card payments. They respond to customer inquiries by telephone, mail, or email and process adjustments from other departments as needed.

### **Education Requirements**

- High school diploma, or equivalent required.
- Specializes in accounting.

### **Helpful Skill Set**

- Self-motivated.
- Organized.
- Positive and enthusiastic attitude.
- Team player.
- Strong attention to detail.
- Computer literacy.
- Excellent communication skills.
- Time management.
- Multi-tasker.

### **Network Development**

- Get involved in math/accounting related clubs.
- Talk to someone in the field, particularly in a company that interests you.

### **Work Experience**

- Launch your career by looking for internships in accounting roles.
- Seek internships with accounting firms.

### **Keywords**

processing, billing, collection, customers, data entry, credit, communication



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