



## Vertical Bridge Job Description

<b>Job Title:</b>	Accounts Receivable Analyst	<b>Date:</b>	3/02/18
<b>Department:</b>	Finance	<b>Location:</b>	Boca Raton
<b>Reports To:</b>	Accounts Receivable Manager	<b>FLSA Status:</b>	Exempt

### **Purpose:**

The Accounts Receivable (AR) Analyst will be responsible for analyzing, researching and daily/weekly AR reporting to support the Accounts Receivable team. The analyst will regularly be in contact with both multi-national and smaller telecommunication companies.

### **Job Functions:**

1. Develop new reporting to support A/R team and A/R manager – including weekly cash treasury report, aging analysis and any additional reports to improve efficiency and streamlining of processes within A/R
2. Review and research a high volume of transactions, identifying root causes of discrepancies, recognize resolutions and document issues and report to management
3. Provide customer service regarding collection issues; work closely with Collection team to resolve client discrepancies and review short payments
4. Identify, review, and prepare account adjustments as needed
5. Work with customers and internal employees in the pursuit and resolution of collection matters including legal collections and troubled status
6. Work closely with Billing Abstraction and Collection teams as a liaison to assist with all new acquisitions (updating acquisition tracker report, sending welcome letters, etc.)
7. Work closely with Cash Application team to reduce unapplied cash and research of various short and over payments
8. Build relationships with other members of the A/R Department and provide support to billing, collect and cash application functions as needed
9. Assist with the maintenance and testing of internal controls, accounting policies and audit requests as it relates to the accounts receivable function
10. Identify and propose solutions to increase the effectiveness of processes and procedures
11. Work closely with IT to translate business requirements into reporting deliverables
12. Other projects and duties as assigned to support the A/R department continuous improvement efforts

### **Supervisory Requirements:**

None

### **Working Conditions and Physical Demands:**

Position will work directly from the corporate office with minimum travel

### **Education and Experience:**

1. Associates Degree in Accounting or related experience, required
2. Minimum 5 years of Accounts Receivable collection experience required
3. Prior experience in reading and comprehending real estate leases required
4. Required to have strong detailed analytical skills including above advanced Excel skills such as pivot tables and v-lookups
5. Prior experience working with Dynamics AX, Great Plains or similar accounting system preferred
6. Preferred experience with Microsoft Word mail merges



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7. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively and to work with internal and external customers
8. Strong organizational skills; ability to accomplish multiple tasks within the agreed upon timeframes through effective prioritization of duties and functions in a fast-paced environment
9. Self-motivated; able to work independently to complete tasks and respond to department requests and to collaborate with others to utilize their resources and knowledge to identify high quality solution
10. Analytical and comfortable to initiate and implement approved process improvements to better the reporting process within A/R

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