



## Accounts Receivable Job Description

### **RESPONSIBILITIES:**

- Process accounts and incoming payments in compliance with Hallman Lindsay's financial policies and procedures
- Perform day-to-day financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables' data
- Prepare bills, invoices, and bank deposits
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Verify discrepancies by and resolve clients' billing issues
- Generate financial statements and reports detailing accounts receivable status

### Requirements:

- Strong communication skills and phone etiquette for interacting with clients
- Ability to perform journal entries accurately
- Understanding of coding processes for financial transactions

This position offers an exciting opportunity for individuals looking to grow their career in the field of accounting. If you meet the requirements above and are ready to take on this challenge, we encourage you to apply.

Job Type: Full-time

Expected hours: 40 per week