

Analytix Main

<https://analytix.org/job/accounts-receivable-executive/>

Accounts Receivable Executive

Description

The Accounts Receivable Executive is responsible for following up with clients to collect overdue payments via phone, email, and mail. They assist in preparing A/R reports, ensure invoices are accurate, and keep A/R records up-to-date. The role includes identifying slow-paying clients, recommending collection actions, and working with clients to resolve past-due accounts. The AR Executive also suggests improvements to make the A/R process more efficient.

Responsibilities

- Follow up with clients through phone, email, and mail to collect overdue payments.
- Assist in preparing Accounts Receivable (A/R) reports to monitor collections and aging.
- Ensure accuracy and completeness of all invoices prior to processing.
- Maintain up-to-date A/R records, including aging reports, credits, collections, and uncollectible amounts.
- Identify discrepancies and slow-paying clients, and recommend appropriate collection actions.
- Collaborate with clients to resolve past-due accounts and build stronger relationships.
- Propose improvements to enhance the efficiency of the A/R process.

Qualifications

- Minimum 1 year of experience in an accounts receivable or similar accounting role
- Strong understanding of accounting and bookkeeping principles.
- Excellent time management and attention to detail.
- Proficiency with QuickBooks Online (preferred).
- Strong communication and customer service skills.

Hiring organization

Analytix Fintech International Pvt Ltd

Employment Type

Full-time

Job Location

Kochi, Kerala

Date posted

November 28, 2025