

Colombia Jobs Expertini®

Accounts Receivable Analyst

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Company: Achievers

Location: Bogotá

Category: office-and-administrative-support

About Achievers The Achievers Employee Experience Platform™ empowers employees to recognize each other in real time and aligns them to the values and goals of the company. With almost 4 million global users, the Employee Experience Platform enables employees in over 170 countries. Visit us at to learn more, and check out our platform in action . Join us in our mission to Change the Way the World Works™!**Our commitment to you:** At Achievers, we hire you for you because we value the unique perspective and individuality that each person brings to our team. We are committed to creating an inclusive, diverse, and equitable workplace where you belong, and your contributions are celebrated. You'll have the opportunity to collaborate with a diverse group of colleagues who appreciate your strengths and are excited to learn from your experiences. Reporting to the Accounts Receivable Manager, the Accounts Receivable Analyst will manage full cycle of accounts receivable and collections processes related to journal entries, preparation of invoices and credit memos, and reconciliations in a timely manner.

Responsibilities:

Execute AR related processes accurately and in a timely manner by performing analysis and reconciliations, creating journal entries, and following up with open and reconciling items

Prepare and send out invoices and credit memos accurately and in a timely manner

Review customer contracts and order forms to ensure customer master data and invoices are set up and maintained accurately

Generate monthly reports and assist with account reconciliation

Work with internal departments to address issues, recommend solutions, and respond in a timely manner to inquiries from both internal and external customers

Assist in developing process improvement policies and procedures

Assist in financial audits and collaborate with external auditors as necessary

Qualifications:

Bachelor's degree in Accounting, Finance or Business Administration

2+ years previous experience in accounting, accounts receivable and collections

Ability to prioritize tasks given time-sensitive deadlines with excellent problem-solving ability

Experience working in a fast-paced environment

Patience and ability to manage stress

Strong attention to detail combined with excellent **analytical** verbal, written and interpersonal skills

Proficient in Microsoft Office with advanced knowledge of MS Excel

Experience with NetSuite and Salesforce is an asset

SaaS (software as a service) experience is preferred

Why you'll love working at Achievers: ·We are passionate about disruptive technology that's rooted in science, research and data. ·We understand the value of employee success in the workplace and have been in numerous publications for our contributions to HR, for technical excellence, and for our outstanding workplace culture! ·We foster an environment of connection, security, and community. You'll feel at home, without reservation. ·We believe in moving quickly, failing fast, and adapting to change. ·We enjoy coming to work every day because we believe in our product and love our culture. ·We're committed to achieving excellence in everything we do. Achievers does not offer employment to prospects without first ensuring that qualified candidates speak directly with the hiring manager and a member of our HR team. All qualification will be done face-to-face, whether that is in person or over Zoom. Achievers does not send out offers of employment without meeting candidates and does not offer employment via text. If you are requested for any personal information

via text and/or without having met a member of our hiring team in person, please disregard. Our employees are a diverse and inclusive team of passionate, hardworking individuals. Achievers is committed to creating an environment where our employees can do the best work of their lives. We encourage all qualified candidates to apply to join our A-Player family. Accommodations are available on request for candidates taking part in all aspects of the selection process. Achievers is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.

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