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Intreo

HR Buddy Ltd.

#JOB-2464127

Suite 419, Guinness Enterprise Centre,

Taylor's Lane, Dublin 8,

No of positions : 1

Paid Position

40 hours per week

38400.00 Euro Annually

14/08/2026

11/09/2026

How to apply

Application Method :

Not available

Open your camera app & point here to view this ad online

Accounts Receivable Specialist

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit.Please review the [Eligibility and requirements for an employment permit]if you are unsure of your eligibility to apply for this vacancy.

Job Description

Duties

1. Bill Verification & Exception Resolution: Audit logistics, insurance, and related bills to identify discrepancies. Drive timely resolution of exceptions to accelerate receivables recovery, mitigate bad debt risks, and enhance settlement efficiency and client satisfaction.

2. Process Optimization & System Enhancement: Diagnose settlement workflow bottlenecks and advocate for system upgrades. Design automated tools to minimize manual intervention, improve accuracy, and support scalable business growth.

3. Risk Control & Compliance Oversight: Monitor contract terms, settlement documents, and fund flows to detect compliance risks. Implement proactive mitigation strategies, ensuring adherence to financial policies and regulatory standards to safeguard corporate integrity.

4. Cross-Functional Collaboration: Facilitate interdepartmental coordination (business, tech, etc.) to resolve settlement bottlenecks. Deliver financial training and data insights, driving system adoption and operational efficiency.

5. Data Analytics & Strategic Insights: Generate periodic settlement analytics, leveraging data modeling to uncover risks and opportunities. Provide managements actionable insights for strategic adjustments and goal achievement.

6. Receivables Management & Bad Debt Mitigation: Track receivables aging and collection progress, deploying proactive strategies to optimize recovery. Analyze bad debt root causes to refine processes, ensuring liquidity and financial stability.

Education & Professional Qualifications

Bachelor’s Degree in Accounting, Finance, Business Administration, or a related field.

Professional Certification (e.g., CPA, ACCA, CMA, or equivalent) is better.

Solid understanding of accounting principles, particularly regarding Accounts Receivable (AR) and revenue recognition.

Professional Experience

Experience in Accounts Receivable, Billing, or Credit Control, preferably within the logistics, supply chain, or insurance industries.

Proven track record in bill verification, exception handling, and dispute resolution.

Experience in managing receivables aging, conducting credit risk assessments, and executing bad debt mitigation strategies.

Demonstrated experience in process improvement projects, specifically identifying bottlenecks and implementing automation tools to enhance workflow efficiency.

Technical Skills & Systems Knowledge

ERP Proficiency: Advanced user of financial systems (e.g., SAP, Oracle, NetSuite, or similar) with the ability to troubleshoot system issues.

Data Analytics: Strong command of Microsoft Excel (Pivot Tables, VLOOKUP, advanced formulas) and experience with data visualization tools (e.g., Power BI, Tableau) to generate strategic insights.

Process Automation: Familiarity with workflow automation tools and a keen eye for diagnosing settlement workflow inefficiencies.

Hours of Work: 40 hours per week (Monday to Friday - 9.00am to 6.00pm)

Work Location: Remote

- This vacancy is suitable for Remote/Blended working
- **Sector:** financial and insurance activities

Career Level

- Professional