



<https://govhelp.in/job/bank-of-maharashtra-recruitment-2023-jobs-near-me-receivable-clerk-post/>

Bank Of Maharashtra Careers 2023 – Jobs Near Me – Receivable Clerk Post

Hiring organization
Bank Of Maharashtra

Job Location

India
Remote work from: Brazil

Date posted
May 27, 2023

Valid through
31.12.2023

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD. 12,000 - USD. 17,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Bank Of Maharashtra Recruitment 2023

As a Receivable Clerk, you will be responsible for managing the accounts receivable function of our organization. You will play a vital role in maintaining accurate records of customer payments, invoicing, and resolving outstanding balances. Your attention to detail, strong organizational skills, and ability to work with numerical data will contribute to the smooth operation of our accounts receivable processes.

(adsbygoogle = window.adsbygoogle || []).push({});

Bank Of Maharashtra Jobs Near Me

Responsibilities:

1. Generate and send accurate invoices to customers based on sales transactions or contractual agreements.
2. Record and apply customer payments in the accounting system, ensuring accuracy and timeliness.
3. Monitor and follow up on overdue customer payments, maintaining open communication and providing reminders or statements as necessary.
4. Investigate and resolve discrepancies or disputes related to customer payments, collaborating with relevant internal departments or customers directly.
5. Maintain accurate and up-to-date records of customer accounts, including contact information, payment terms, and credit limits.
6. Reconcile accounts receivable balances with the general ledger to ensure

accurate financial reporting.

(adsbygoogle = window.adsbygoogle || []).push({});

Bank Of Maharashtra Careers

Qualifications:

1. High school diploma or equivalent (associate's degree or relevant certifications are a plus).
2. Proven experience in accounts receivable or a similar role, demonstrating knowledge of accounting principles and practices.
3. Proficiency in using accounting software and spreadsheets to record and analyze financial data (e.g., QuickBooks, Excel).
4. Strong numerical and analytical skills, with attention to detail and accuracy.
5. Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
6. Effective communication and interpersonal skills to interact with customers and internal stakeholders.

Important Links Find the Link in [Apply Now](#)

(adsbygoogle = window.adsbygoogle || []).push({});