



<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

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**Valid through**  
31.12.2023

### Base Salary

USD. 12,000 - USD. 17,500

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### 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.

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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.

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Bank Of Maharastra 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](#) Button

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