



<https://govhelp.in/job/federal-bank-job-recruitment-fast-job-job-search-for-receivable-clerk/>

Federal Bank Job Recruitment – Fast Job – Job Search For Receivable Clerk

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD. 16 - USD. 25

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

Federal Bank Recruitment 2024

Do you have a keen eye for detail and a knack for organization? Are you passionate about ensuring financial accuracy and efficient processes? If so, then a career as an Accounts Receivable Clerk at Federal Bank might be the perfect fit for you!

Federal Bank Jobs Near Me

Federal Bank is a leading financial institution in India, known for its commitment to customer service and innovation. We offer a dynamic and rewarding work environment where you can develop your skills and contribute to the success of a growing organization.

Summary

In this role, you will play a vital role in maintaining the smooth operation of our financial system. You will be responsible for processing customer payments, managing accounts receivable records, and ensuring timely collections. This position is ideal for individuals who are detail-oriented, possess strong communication skills, and thrive in a fast-paced environment.

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Key Responsibilities

Hiring organization

Federal Bank

Date posted

March 21, 2024

Valid through

31.12.2024

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- Process incoming customer payments accurately and efficiently through various channels (cash, checks, electronic transfers).
- Maintain and update customer account records, ensuring data accuracy and completeness.
- Generate and issue invoices in a timely manner as per company procedures.
- Research and resolve discrepancies in customer accounts, working collaboratively with other departments as needed.
- Prepare reports on accounts receivable activity, providing valuable insights for financial management.
- Respond to customer inquiries regarding their accounts in a professional and courteous manner.
- Reconcile accounts receivable ledgers regularly to ensure all payments are recorded and accounted for.
- Assist with month-end closing procedures as required.

Required Skills and Qualifications

- Minimum of a high school diploma or equivalent.
- Strong understanding of accounting principles and financial terminology.
- Proficient in working with accounting software and spreadsheets (e.g., MS Excel).
- Excellent attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills.
- Excellent time management and organizational skills.
- Ability to prioritize tasks and meet deadlines effectively.

Experience

This role is open to both experienced and fresh graduates. While relevant experience in accounts receivable or a similar role is a plus, we are also eager to develop talented individuals with the right skills and attitude.

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Why Join Federal Bank

Federal Bank offers a comprehensive benefits package that includes competitive salaries, health insurance, paid time off, and opportunities for professional development. We foster a collaborative and supportive work environment where your contributions are valued. Here are some additional reasons to consider joining our team:

- **Career Growth Opportunities:** Federal Bank is committed to investing in its employees. We offer a variety of training programs and development opportunities to help you advance your career.
- **Work-Life Balance:** We understand the importance of maintaining a healthy work-life balance. We offer flexible work arrangements and programs to help you achieve this balance.
- **Positive Work Environment:** We are committed to creating a positive and inclusive work environment where everyone feels valued and respected.
- **Remote Work Opportunity:** This position can be performed remotely, offering you the flexibility to work from anywhere.

Application Process

To apply for this position, please submit your resume and cover letter online through our careers portal. In your cover letter, please highlight your relevant skills and experience, and explain why you are interested in this role at Federal Bank.

We look forward to hearing from you!

Join Our Team and Make a Difference!

Federal Bank is a growing and dynamic organization, and we are always looking for talented individuals to join our team. If you are looking for a challenging and rewarding career opportunity, we encourage you to apply!

In Conclusion

This role provides an excellent opportunity for individuals who are detail-oriented, organized, and possess strong communication skills. As an Accounts Receivable Clerk at Federal Bank, you will play a vital role in ensuring the smooth operation of our financial system and contribute to the success of our organization. We offer a competitive compensation package, excellent benefits, and a chance to work in a dynamic and rewarding environment.

Don't miss this opportunity to join a leading financial institution and build a successful career!

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Important Links

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