

Tata Capital Recruitment 2023 – Free Job Alert – Receivable Clerk Post

Hiring organization

Tata Capital

Job Location

India

Remote work from: IND

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Base Salary

USD 12,000 - USD 17,000

Date posted

August 10, 2023

Valid through

31.12.2023

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Tata Capital Recruitment 2023

The Receivable Clerk is responsible for processing and tracking accounts receivable, ensuring that all payments are received in a timely manner. The ideal candidate will have strong organizational and analytical skills, as well as the ability to work independently and as part of a team.

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Tata Capital Jobs Near Me

Responsibilities:

- Process customer payments, including verifying amounts, applying payments to accounts, and issuing receipts.
- Track accounts receivable, including aging reports, follow-up on past due invoices, and resolving customer disputes.
- Prepare and send monthly statements to customers.
- Coordinate with the collections team to collect overdue payments.
- Maintain accurate records of all accounts receivable transactions.
- Other duties as assigned.

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Tata Capital Careers

Skills:

- Strong organizational and analytical skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Excel and other accounting software
- Ability to work independently and as part of a team

- Attention to detail
- Ability to meet deadlines

Qualifications:

- Bachelor's degree in accounting or a related field
- 1-2 years of experience in accounts receivable
- Experience with a customer relationship management (CRM) system
- Ability to work independently and as part of a team
- Attention to detail

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

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