

Kotak Bank Careers 2023 - Bank Jobs - Receivable Clerk Job

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted

September 20, 2023

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Valid through

31.12.2023

Base Salary

USD 19,500 - USD 24,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Mahindra Bank Recruitment 2023

The Receivable Clerk is responsible for processing and managing accounts receivable for Kotak Mahindra Bank. This includes tasks such as posting customer payments, reconciling accounts, and following up on delinquent accounts. The ideal candidate will have strong organizational and attention to detail skills, as well as a good understanding of accounting principles.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Post customer payments to the accounts receivable system.
- Reconcile accounts receivable records on a monthly basis.
- Follow up on delinquent accounts and collect payments.
- Prepare reports on accounts receivable activity.
- Other duties as assigned.

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Kotak Mahindra Bank Careers

Skills:

- Strong organizational and attention to detail skills.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Knowledge of accounting principles and procedures.

Ability to work independently and as part of a team.

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

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