

## Kotak Bank Careers 2023 – Kotak Bank Jobs – Receivable Clerk Jobs

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
September 8, 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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