

Responsibilities

- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data
- Prepare bills, invoices and bank deposits
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies by and resolve clients' billing issues
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate financial statements and reports detailing accounts receivable status

Requirements and skills

- Proven working experience as Accounts Receivable Clerk, Accounts Receivable Manager or accountant
- Solid understanding of basic accounting principles, fair credit practices and collection regulations
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience in operating spreadsheets and accounting software
- Proficiency in MS Office
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail

Education- B.Com,M.Com