

Allahabad UP Gramin Bank Careers – 2+ Years Experience Required – Receivable Clerk Post

Hiring organization
Allahabad UP Gramin Bank

Job Location

India
Remote work possible

Date posted
June 22, 2023

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Valid through
31.12.2025

Base Salary

Rs. 17,000 - Rs. 27,000

Button
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Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Allahabad UP Gramin Bank Recruitment 2023

Job Title: Receivable Clerk

Department: Accounts

Location: Allahabad, Uttar Pradesh

Reports To: Accounts Manager

Summary:

The Receivable Clerk is responsible for maintaining the bank's accounts receivable records. This includes tasks such as posting customer payments, reconciling accounts, and following up on delinquent accounts.

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Responsibilities:

- Post customer payments to the bank's accounts receivable records.
- Reconcile accounts receivable records on a monthly basis.
- Follow up on delinquent accounts and take appropriate action.
- Prepare reports on accounts receivable activity.
- Other duties as assigned.

Skills:

- Excellent organizational skills.
- Strong attention to detail.
- Proficient in Microsoft Excel.
- Knowledge of accounting principles and procedures.
- Ability to work independently and as part of a team.

Qualifications:

- High school diploma or equivalent.
- 1+ year of experience in accounts receivable is preferred.
- Experience with Microsoft Excel is a plus.

Experience as a Fresher:

- Aspiring Receivable Clerks with no prior experience may be considered for this position.
- Freshers will be trained on the job and will have the opportunity to learn from experienced Receivable Clerks.

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

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