

## **Role: Executive – Accounts Receivables**

Location: Kochi

Qualification: BCom/MCom

Experience: Minimum 3 years of experience

### Responsibilities:

- **Managing Invoices and Billings**
  - Take inputs from the Project team regarding work and raise proforma invoices. Ensure invoices are sent promptly, enabling a timely payment process. Follow up on outstanding payments and promptly communicate with customers.
- **Monitoring and Collecting Payments**
  - Track customer payments regularly and send emails with ageing. Review accounts, identify overdue payments, and promptly address the issue. Strong attention to detail, meticulously reconciling account discrepancies, handling disputes, and negotiating payment terms with customers.
- **Cash Application**
  - Record payments received from customers to their respective accounts, ensure the accuracy of financial records and facilitate easy identification of outstanding balances – Invoiced and Open
- **Maintaining Customer Relationships**
  - Acting as a point of contact for customers regarding payment-related queries. Collaborate closely with the sales and customer service teams to resolve potential issues and maintain a seamless payment process.
- Updating leads and measures sheet and calculation of CRR – Customer Retention Ratio
- Preparing Budgets for AMC collection and Variance analysis
- Preparation of AMC documentation and timely communication to respective clients
- Co-ordinate meetings with Project and Implementation teams for payment collection and project status
- Updating daily and weekly collections to respective team leads

### Requirements:

- Minimum 2 years of experience in Accounts receivables
- Proficiency in Advanced Excel
- Proficiency in Tally

For more details:



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