

Accounts Receivable Associate

Gurgaon, Haryana, India · 22 hours ago · 57 applicants

✓ On-site

✓ Full-time

0 of 4 skills match

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About the job

Job Title: Accounts Receivable Associate

Location: Gurgaon, Haryana

Mode: Work From Office (WFO)

Salary: 15K-17K

Company Description

We're dedicated to making business operations seamless for our clients. From business registration to tax and legal matters, we provide comprehensive services to simplify complex financial processes. Our team ensures precision and efficiency in every step, offering economical solutions tailored to each client's needs. We aim to be your reliable partner, offering professional support and guidance to help you achieve your business goals.

Role Description

- **Monitor Payment Schedules:** Track second instalment due dates and ensure invoices are sent on time.
- **Client Communication:** Send polite reminders and follow-ups via email/phone regarding payment due.
- **Resolve Payment Issues:** Address client inquiries or payment disputes and escalate when needed.
- **Reporting:** Provide updates on payment statuses and overdue accounts to management.
- **Collaboration:** Work with sales, customer service, and finance teams to ensure smooth payments.
- **Client Relationships:** Maintain professionalism and customer-friendly communication while collecting payments.

Qualifications

- Customer Service and Communication abilities
- Strong attention to detail and accuracy
- Ability to prioritize and multitask effectively