

Accounts Receivable Clerk

[Apply Now](#)

Company: SNAGR SOFTWARE LTD

Location: United Kingdom

Category: office-and-administrative-support

About Us

SnagR offers an innovative Field Digitalisation Platform that is leading the way in software development. With its fast and efficient system, it enables users to capture, monitor, and analyse project data with ease. By automating reports and providing advanced analytics, it streamlines the process of capturing field data for management office.

The Role

We are currently seeking a Part-Time Account Receivable Clerk to expertly manage our company's debts. The ideal candidate will be responsible for collecting debts from our company debtors, ensuring timely payments, processing invoices, maintaining the sales ledger, and providing administrative support. The successful candidate should possess excellent attention to detail, the ability to reconcile complex company accounts, and an eye for maximizing company profits.

Duties / Responsibilities

Responsibilities of the role include:

Managing and collecting debts.

Ensuring payments are made within agreed terms.

Creating invoices.

Verifying and recording customer payments.

Maintaining customer files.

Drafting correspondence for standard past-due accounts.

Creating reports regarding customer accounts.

Researching customer discrepancies and past-due amounts.

Assisting in generating monthly billing statements.

Relaying changes of information to appropriate employees.

Performs other related duties as assigned.

Required Skills / Abilities

The ideal candidate should:

Have previous experience in credit control.

Be confident and persistent.

Possess excellent verbal and written communication skills and excellent numeracy skills.

Have proficiency in the Microsoft Office Suite and other accounting software programs.

Be able to work independently, anticipate work needs, and interact professionally with customers.

Have experience with Sage Cloud.

Education & Experience

To be considered for this position, the candidate must have an A-Level or above in Mathematics or related subjects and at least two years of related experience.

[Apply Now](#)

Cross References and Citations:

1. Accounts Receivable Clerk PsychiatristjobsnearmeJobs United Kingdom
Psychiatristjobsnearme ↗
2. Accounts Receivable Clerk Searchnzjobs Jobs United KingdomSearchnzjobs ↗
3. Accounts Receivable Clerk Bankingjobsnearme Jobs United Kingdom
Bankingjobsnearme ↗
4. Accounts Receivable Clerk BouncerjobsJobs United KingdomBouncerjobs ↗
5. Accounts Receivable Clerk Francejobs Jobs United KingdomFrancejobs ↗
6. Accounts Receivable Clerk Jobsearchnews Jobs United KingdomJobsearchnews ↗
7. Accounts Receivable Clerk Philippinesjobs Jobs United KingdomPhilippinesjobs ↗
8. Accounts Receivable Clerk Scholarjobs Jobs United KingdomScholarjobs ↗
9. Accounts Receivable Clerk LebanonjobsJobs United KingdomLebanonjobs ↗
10. Accounts Receivable Clerk Recruitmentjobs Jobs United KingdomRecruitmentjobs
↗
11. Accounts Receivable Clerk HospitalityjobsJobs United KingdomHospitalityjobs ↗
12. Accounts Receivable Clerk Biologyjobs Jobs United KingdomBiologyjobs ↗
13. Accounts Receivable Clerk TourismjobsJobs United KingdomTourismjobs ↗
14. Accounts Receivable Clerk Managerjobsnearme Jobs United Kingdom
Managerjobsnearme ↗
15. Accounts Receivable Clerk GeneticsjobsJobs United KingdomGeneticsjobs ↗
16. Accounts Receivable Clerk Oilandgasjobs Jobs United KingdomOilandgasjobs ↗
17. Accounts Receivable Clerk Lahorejobs Jobs United KingdomLahorejobs ↗
18. Accounts Receivable Clerk Airconditioningjobs Jobs United Kingdom
Airconditioningjobs ↗
19. Accounts receivable clerk Jobs United kingdom ↗
20. AMP Version of Accounts receivable clerk ↗
21. Accounts receivable clerk United kingdom Jobs ↗
22. Accounts receivable clerk Jobs United kingdom ↗
23. Accounts receivable clerk Job Search ↗
24. Accounts receivable clerk Search ↗
25. Accounts receivable clerk Find Jobs ↗

Source: <https://uk.expertini.com/jobs/job/accounts-receivable-clerk-united-kingdom-snagr-software-ltd-578d3bb687/>

Generated on: 2024-05-02 by Expertini.Com