



RAC IT Solutions Pvt. Ltd.



RAC INFRA RENTAL LLP

JOB DESCRIPTION

DESIGNATION	Senior/ Executive – Receivables Management
REPORTING TO	Deputy Manager – Receivables Management
NO. OF DIRECT REPORTS	N. A
FUNCTION SUPERVISED BY	Senior Manager – Receivables Management
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Monitor accounts to identify outstanding debts • Investigate historical data for each debt or bill • Find and contact clients to ask about their overdue payments • Follow-up with clients, for clearing bad / debts, either by sending emails, making telephone calls or visiting client office • Facilitate payment of invoices due by sending bill reminders (including reminders 7 days before due date) and contacting clients • Take actions to encourage timely debt payments • Processing receivables and incoming payments in compliance with financial policies and procedures of the Company • Resolve billing and customer credit issues • Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted, including TDS credits in our IT Account • Update account status records and collection efforts • Preparing bills receivable, invoices and bank deposits • Performing day to day tasks like verifying, classifying, computing, posting and recording accounts receivables' data • Report on collection activity and accounts receivable status on a daily basis to Deputy Manager – Receivables Management • Ensuring accuracy and efficiency of operations as regards collection, monitoring incoming payments, etc. • Any other work, as assigned by the Management Team, from time to time