



## Receivable Officer

- **Vacancy for:** 1
- **Posted on:** Nov. 13, 2018
- **Deadline:** Nov. 29, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Baluwatar, Kathmandu, Nepal
Offered Salary	: Negotiable

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### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than or equal to 1 year
Professional Skill Required	: General Math Skills, Accounting And Finance Skills, Data Entry, Analytical, Communication, Computer Operation

### Other Specification

#### Skills:

- Sound data entry skills
- Strong general math skills
- Good analytical skills
- Good computer skills (MS Word, MS Excel, Emails, Power Points)
- Good verbal and written communication skills (English and Nepali)
- Strong accounting and finance skills

#### Characteristics:

- Persistent
  - Detail oriented
  - Organized
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### Job Description

#### The key responsibilities of the position are:

- Handling/managing receivables
- Assure timely collection of monies due
- Monitor and report on deviations from credit standards
- Conduct credit checks on all customers
- Establish and manage limits
- Report the invoicing of totals/aging totals/cash receipts/invoice adjustments

#### Applying Procedure:

Interested candidate can apply send their updated resume with application letter to [hadmin@ewc.com.np](mailto:hadmin@ewc.com.np)

OR,

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#### Applying Procedure

Apply Link : <https://merojob.com/receivable-officer/>

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