

## Accounts Receivable-Executive

### Job Description:

Personnel in this role will be working under Accounts receivable vertical under F&A Team. Said role involves handling of accounts pertaining to organizations clients in coordination with F&A and business teams. This role will also give the opportunity of communicating with clients thereby providing a good exposure in corporate communication and handlings. Further candidates will also be involved in handling statutory modalities of clients like TDS and GST.

- Having good exposure to corporate accounting especially maintenance of account receivables ledgers.
- Working knowledge of Tax deducted at Source(TDS) and GST is pertinent.
- Exposure to accounting softwares like tally prime is preferable
- Decent knowledge of MS office suites like excel is preferable.
- Experience in preparation of MIS as well as detailed reports for concerned stakeholders.
- Reconciliation of ledgers
- Coordination with internal teams and streamlining of processes at hand. Also assisting in resolution of issues or concerns of teams pertaining to clients accounts.

### Requirements:

- Bachelors /Masters Degree in Commerce
- Experience-2-3 yrs
- Experience in corporate communication especially with regards to client handling is needed.
- Experience in MIS

**Job Location:** Bangalore