



JOB DESCRIPTION

Position: Accounts Receivable Specialist
Reports to: Finance Controller
Location: India

JOB SUMMARY

Candidate will be responsible for accurate posting of sales invoices and proactively collecting payments from customer to minimize overdue amount. The selected incumbent will work with the production team, project management team and other internal resources on all revenue and AR related activities.

RESPONSIBILITIES

- Billing
 - Posting of sales invoice in FinancialForce & Zoho Books.
 - Sending sales invoice to customer and/or submitting invoices to customer invoice processing portals.
 - Preparation of milestone invoices as specified in contract with customer.
 - Provide proper documents to support invoice to customer for approval of customer payment process.
 - Ensure proper charge of taxes.
- Accounts Receivable
 - Creation and maintenance of customer accounts
 - Review of customer Dun and Bradstreet credit report
 - Monitor customer payment history and adjust customer account payment terms if necessary.
 - Proactively contact customers to minimize overdue amount.
 - Record customer payments
 - Update and maintain AR aging report.
 - Review of AR aging report with Project Managers and plan of collection activity
- Order Entry
 - Entering orders in salesforce and sending confirmations to customers
 - Review of payment and billing related sections from sales orders
- Other Duties
 - Month end reconciliations for Accounts Receivable related account
 - Assistance in commission calculation
 - Other duties as required.

MINIMUM QUALIFICATIONS

- B.Com / M.Com / MBA: 1-2 Years of Experience
- CA Inter/ PCC/ PE-1 cleared/ ATC
- Firsthand knowledge and experience in accounting principles and procedures
- Good command on English language



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- Manufacturing business environment
- Time management and organization skills
- Attention to detail
- Understanding of milestone billing and deferred revenue
- Effective communication with internal project management as well as external customers
- Salesforce/FinancialForce system experience preferred, not required
- Fundamental knowledge of GST, US GAAP & Ind-AS.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may evolve considering business growth.