Accounts Officer for AR, Treasury & Fixed Assets

Náplň práce

We are seeking a highly skilled and motivated Accounts Executive for handling the area of AR, Treasury and Fixed Assets in our finance team at Shirwal, Khadala Taluka in Satara District of Maharashtra State. This role offers an exciting opportunity to contribute to the financial operations of our organisation, focusing on accounts receivable, treasury management, and fixed assets accounting.

Accounts Receivable

- Verification and posting of customer receipts and transactions.
- Maintaining customer master data related to FI
- Evaluation of customer credit limits on periodic basis
- Drafts correspondence for past-due accounts and collections
- Doing regular follow-up with customers and timely escalation to sales team for recovery
- Identifies defaulters by reviewing accounts & payment habits, and highlighting the same on timely basis
- Reconcile accounts receivable on a periodic basis
- Reconciling customer balance with receivable GL balance
- Support in Month end closing activities
- Support in providing working for TCS / TDS / GST fling
- Support in Statutory Audit, tax audit in preparing relevant schedule
- Performs other related duties as assigned.
- Responding to the customer queries immediately
- Assisting in financial management and analysis
- Filing of invoice for proper easy and timely retrieval in future

Treasury

- Liaise with the bank for various issue like, opening & closing of FD, issue and closure of GR Waivers, clearing of IDPMS and EDPMS
- Processing payments for vendor, salary, tax, duties
- Preparing the Bank Reconciliation Statement on daily basis
- Preparing monthly cash flow statement
- Reviewing the cash position on daily basis
- Ensure optimum utilization of idle funds by investing in short term options
- Ensure sufficient funds are available to meet ongoing operational and capital investment requirements
- Complying with local laws and regulations on FX transaction and settlement
- RBI & FEMA reporting for overdue import payment
- Coordinating with other departments within the organization to ensure correct accounting
- Support in preparation of daily, monthly and periodic reports related to MIS.
- Reviewing accounting records for accuracy and compliance with regulations.

ID pozície
REF91597T

Miesto práce
Kesurdi, Khandala MIDC Dist Satara

Úroveň vedenia ľudí
Leading Self

Flexibilita
Onsite Job

Právnická osoba
CONTINENTAL SURFACE SOLUTIONS INDIA PRIVATE LIMITED

Fixed Assets

- Collaborate with various departments to ensure proper asset acquisition, transfer, and disposal processes
- Physical verification at the time of capitalization and tagging of fixed assets
- Ensuring the completeness in accounting before capitalization
- Ensuring documentation of the capitalization
- Capitalization & Decapitalization of asset in SAP
- Recording of Monthly depreciation
- Monthly preparation of Fixed Asset Schedule as per IFRS and Indian GAAP
- Conducting impairment review each year
- Preparing schedules for audit, assessment or for any requirements related to fixed asset
- Preparing fixed asset schedule for Budget
- Stay up-to-date with Indian accounting standards and tax regulations pertaining to fixed assets

Profil kandidáta

- B Com Graduate with 5-7 years of experience or M Com with 3-5 years of experience
- Experience in Maintaining Books of accounts & finalization as Per Indian Law
- Working experience with SAP R3 in FICO module / Experience in S4 HANA is added advantage
- Advance level knowledge in excel
- Experience in handling banking transactions
- Understanding the concept of Cost Centers, special GL indicators
- Experience of working at tight deadlines
- Capability to handle cross-functional interactions e.g. HR, Sales, Purchase, production
- Good written & oral communication skill in Hindi, Marathi & English

Čo ponúkame

Ready to drive with Continental? Take the first step and fill in the online application.

O nás

Continental Surface Solutions India Pvt Ltd has a manufacturing unit in Khandala Industrial Area Phase II. It is engaged in the manufacturing of artificial leather primarily used in the seat cover of automobiles.