

Job Description

Duties and Responsibilities

Job Title: Junior Accounts Executive
Department: Finance
Prepared By: Finance
Reports To: Assistant Manager
Date: July 2024

A. Job Description Objective

Person should possess good domain knowledge, analytical and communication skills. He/she should be energetic, eager to learn, team player, good at human relations. Should oversee all aspects of the accounting function and should be able to deliver as per the defined timelines.

B. Primary Job Objectives

The table below gives the primary duties/responsibilities for this position. It shows the expected allotted time over an extended period for the areas supported by the position as well as the Description of those areas.

Rank of Importance	% Allocation	Description	Skill set
1	85%	<ul style="list-style-type: none"> ❖ Customer Invoicing ❖ Vendor invoice processing & payment ❖ Bank Reconciliations ❖ AMEX Card Reconciliation ❖ Global Travel & Expense review and payment processing ❖ Third Party cost reconciliation ❖ Third party Software vendor reconciliation ❖ Intercompany reconciliations ❖ Maintaining Global Lease Details 	<ul style="list-style-type: none"> Must Have Must Have Must Have Must Have Must Have Good to Have Must Have Must Have Good to Have
2	15%	<ul style="list-style-type: none"> ❖ Preparing MIS reports as per management requirement ❖ Preparing schedules as per Audit requirement 	<ul style="list-style-type: none"> Good to Have Good to Have

C. Job Qualifications Necessary:

- A Bachelor's degree in commerce
- 2 / 3 years of work experience
- Good analytical and problem-solving skills
- Good written and verbal English **communication skills**
- Efficiency in MS Office tools including advance Excel functions, ERP package like SAP, working knowledge of MS Dynamics 365 will be an added advantage