



PR/109395 | Sr. Executive / Assistant Manager

Job Information

Recruiter

JAC Recruitment India

Job ID

1544035

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 10th, 2025 10:52

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description: Accounts Payable (AP) / Budget & Forecasting

Job Title: Sr. Executive/Assistant Manager

Key Responsibilities:

- Process and manage invoices accurately and in a timely manner.
- Verify vendor bills with Purchase Orders (PO), Goods Receipt Notes (GRN), and other supporting documents.
- Manage payments to vendors, contractors, and service providers.
- Reconcile accounts payable transactions and resolve discrepancies.
- Maintain vendor master data and ensure compliance with company policies.

- Assist with month-end closing activities related to AP.
- Prepare reports like aging reports, outstanding payables, etc.
- Handle TDS, GST, and other applicable tax compliances related to payments.
- Coordinate with internal departments and vendors for payment clarifications.
- Prepare annual and monthly budgets for departments or production units.
- Track actuals against budgets and report variances.
- Coordinate with departments for budgeting inputs and forecasts.
- Analyse costs of materials, labour, and job work to ensure profitability.
- Manage outsourced job work – from work orders to delivery.
- Evaluate vendor job work charges vs internal cost efficiency.
- Monitor the inventory usage related to job work.

Skills Required:

- Strong understanding of accounting principles.
- Knowledge of TDS, GST, and statutory payments.
- Proficiency in ERP systems (e.g., Tally, SAP, Oracle).
- Attention to detail and problem-solving skills.
- Good communication and vendor management skills.
- Strong analytical and budgeting skills.

Budgeting & Forecasting

Key Responsibilities:

- Prepare annual and monthly budgets for departments or production units.
- Track actuals against budgets and report variances.
- Coordinate with departments for budgeting inputs and forecasts.
- Analyse costs of materials, labour, and job work to ensure profitability.
- Manage outsourced job work – from work orders to delivery.
- Evaluate vendor job work charges vs internal cost efficiency.
- Monitor the inventory usage related to job work.

Company Description