



PR/109484 | Executive- Accounts {Gurgaon}

Job Information

Recruiter

JAC Recruitment India

Job ID

1548781

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 2nd, 2025 02:00

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

Designation- Executive- Accounts

Location- Gurgaon

Job Summary:

- Issuance of invoices to customers
- Expense reimbursement (arrangement of receipts, cooperation with accounting companies)
- Organizing invoices with external vendors and collaborating with accounting companies
- Cash deposit deposits, withdrawals, balance management
- Payment processing for each invoice and expense reimbursement
- Tax calculation, cooperation with accounting companies
- Receivables management
- Financial settlement management and other operations

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