



PR/109490 | Finance - Executive

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1548787

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:49

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

Key Responsibilities:

1. Cashflow Management

- Monitor daily cash inflows and outflows across all bank accounts.
- Prepare weekly and monthly cashflow forecasts to support operational planning. Ensure sufficient liquidity to meet business obligations.
- Track fund transfers, vendor payments, and loan disbursements.

2. Sales Reporting

- Prepare and analyze daily, weekly, and monthly sales reports. Coordinate with the sales and operations teams to validate sales. Data. Compare actual vs projected sales and highlight variances.
- Present trends, insights, and performance KPIs to management.

3. Bank Reconciliation

- Perform regular bank reconciliations for all company accounts.
- Identify and resolve discrepancies between bank statements and internal records. Maintain records of reconciled transactions for audit and internal review.
- Liaise with banks to resolve payment and transaction issues.
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4. Customer Reconciliation

- Reconcile customer accounts and verify receivables ledgers. Resolve payment disputes, short payments, and unapplied cash.
- Coordinate with the sales, billing, and customer service teams to ensure accurate invoicing and collections.
- Share account statements with customers and ensure timely follow-up.

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Company Description