



## PR/109506 | Executive- Finance and Accounts

### Job Information

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

1552441

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

August 5th, 2025 15:00

### 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

#### Roles and Responsibilities:-

- Booking of purchase invoice (Local + Imports) into SAP as per cost centre wise.
- Bank Reconciliation on daily basis.
- Trade receivable entry /Analysis of Debtor.
- Finalization of Purchase / Sales / Bank and other basic accounts with management timeline.
- Petty Cash Handling.
- Import payment – raw material.

- Vendor payment as per contract / credit due date / need basis.
- Proper documentation for accounting Voucher.

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## Company Description