



PR/110112 | Sr. Executive / Executive F&A

Job Information

Recruiter

JAC Recruitment India

Job ID

1580514

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

May 26th, 2026 18:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Accounts Payable (AP)

- Help process vendor invoices and check basic supporting documents.
- Assist in making timely payments to vendors.
- Maintain records of invoices and payment entries.

Accounts Receivable (AR)

- Prepare customer invoices and update payment receipts.
- Follow up with clients for pending payments as instructed by seniors.
- Maintain the receivables list and aging summary.

GST Support

- Assist in collecting data for GST filings.
- Help with basic GST entries, ITC matching, and documentation.
- Keep records ready for audits and compliance checks.

MIS Reporting

- Prepare basic MIS reports (sales, collections, expenses, payables).
- Update spreadsheets and share weekly/monthly summaries with seniors.
- Maintain proper filing and documentation of financial records.

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Company Description