



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**

March 31st, 2026 13:00

## 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