



PR/110782 | Executive - Accounts

Job Information

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

1614192

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:32

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

Roles and responsibilities:-

- Operate and maintain accounting transactions through ERP systems, ensuring accuracy and timely data entry.
- Manage Accounts Payable activities, including verification, booking, and scrutiny of vendor invoices, vouchers, and payment-related documents.
- Handle Accounts Receivable functions, including monitoring customer outstanding balances, receivables reconciliation, and collection follow-ups.
- Assist in monthly, quarterly, and annual financial closing activities by ensuring timely recording and reconciliation of financial transactions.
- Support account reconciliations, ledger scrutiny, and preparation of financial reports as required by management.

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Company Description