



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

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1580514

業種

その他（メーカー）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2026年04月14日 03:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明