

Designation: Accounting Specialist

Reports to: Assistant manager/ Engagement Manager

Experience and Education Requirements:

- M.Com / CA / CA – Inter / CPA
- Strong communication skills
- 3 – 5 years of strong experience in GL, AR, AP, Reconciliations and Close Process; Prepare monthly / quarterly P&L, BS, Cash Flows.
- Working Knowledge of GAAP
- Strong MS – Excel skills
- Demonstrated ability to work in a fast paced environment

Job Responsibilities may include:

- Manage AP & AR processes (Accounting, follow ups, payments & ageing analysis)
- Assist in monthly close processes
- Payroll processing & accounting
- Sales invoice generations & revenue recognition
- Intercompany accounting & reconciliation and Fixed Assets accounting
- Regular client interactions