

Order to Cash

- Responsible for the day to day management of the client's Accounts Receivable portfolio.
- Ensures the delivery of a high quality, customer focused service on a daily basis to the client in accordance with agreed Service Level Agreements.
- Ensure quick resolution by the Credit Control Team of issues and escalated items
- Manage a complex AR portfolio, negotiates and implements payment solutions with clients.
- Responsible for achieving cash collection and ageing targets
- Applies fundamental collection techniques and adjusts collection strategies to the requirement of the portfolio
- Regularly assess all credit management controls and procedures for change and improvement
- Develop strategies and solutions for problematic customers
- Develop strategies and solutions to overcome credit management and credit control challenges
- Is able to develop customer complex account reconciliations
- Ensure cash collection targets are met Confident communicator who is able to articulate complex concepts in a manner that leads to desired outcomes
- Good communicator who can articulate complex concepts with key stakeholders across different levels in a manner that leads to desired outcomes
- Good negotiation skills

Accounts payable

- Having strong knowledge on invoices validation and payments
- Resolve invoice exceptions (with prompt follow-up) with procurement, business stakeholders, the receiving department, and other applicable teams; take action to reduce aging.
- Solving the queries of the client and providing all the relevant data that they have asked for.
- Receiving will include end to end checking for approvals, timely payments, capturing discounts, etc in the P2P domain
- Liaise with the respective stakeholders in resolving process related queries
- Follow up on open and aged tickets for resolutions. Proactively escalate issues to supervisors for awareness and support
- Resolve invoice exceptions (with prompt follow-up) with procurement, business stakeholders, the receiving department, and other applicable teams; take action to reduce aging.
- Handling queries related to Goods Received mismatch, Quantity received mismatch, Price Discrepancy etc
- Receive and enter manual tickets, Review interfaced tickets, Resolve manual and interfaced ticketing errors, Escalate complex ticketing errors
- Resolve manual and interfaced ticketing errors and highlight the same to the Team Leads for his immediate attention
- Check whether Physical receipts recorded via manual and automated ticket
- Prepare various reports /Dashboard as per process and client' s needs
- Handle escalation and be the first point of contact for any issues

Record to Reports

- Preparation (calculation) and processing of complex General Ledger Journals, Accruals, Provisions, allocations and other entries according to the schedule and agreed Client Desktop Procedures
- Initiation of accounting entries based on the non standard events and accounting rules not directly described in the Desktop Procedures, but resulting from other Policies and Accounting Manuals
- Preparation and execution of Period End Close related activities according to agreed time table and procedures
- Monitoring of Period End Close progress, interacting (and escalating if required) with Client's Finance Controllers or Process Owners to ensure timely closure and reporting
- Reconciliation of low/medium risk balance sheet accounts and review and approval of low risk reconciliations
- Preparation of operational reports from the area of expertise
- Initiation and monitoring of automated transactions, i.e. FX valuation or depreciation
- Preparation of data for financial, management and treasury reporting – moving the data from source systems (ERP) to reporting and consolidation systems
- Review and finalization of financial, management and treasury reporting
- Preparation of tax and statutory reporting
- Execution, monitoring and testing of financial controls, as per Client Controls Framework
- Prepare Management Reports by Segment, Location, Line of Business
- Preparation of Gross Margin Reporting
- **Steps Of interview: 1st Accounting assessment test (Candidate need to carry personal laptop)**
 - 2nd HR discussion
 - 3rd Panel Interview
- **Location:** Kolkata
- **Night Shift:** Should be flexible with night shift
- **CTC:** 5,50,000 + 500 Internet Charges+ Night Shift allowance(If applicable)
- **Total Open Position:** 72
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Grade	OTC	P2P	R2R	Finance	Grand Total
A4	4	51	6	11	72

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