

Dow has an exciting opportunity for a **CAEC Controllers Coordinator** position within the **Mumbai Global Accounting (MGA) Cost Accounting Expertise Center (CAEC)** at **Airoli Navi Mumbai**. The CAEC Controllers Coordinator is responsible for providing consistent superior cost accounting support, services and act as co pilot with functional stakeholders.

Job Expectations:

- Month End Closing – Generate and review reports for Cost Accountants using Diamond Systems Reporting, SAP, MS Access and MS Excel.
- Product Cost Estimates (PCE) – Generate reporting and investigate/resolve variances (monthly and quarterly).
- Global Material IDs (GMID) – Create and maintain accounting segments on requests received through the CMT/PMR tools or functional mailbox.
- Stock Take Observations – Coordinate and reconcile inventory counts using the paper reconciliation process.
- Manual Journal Entry processing and Miscellaneous Invoice creation.
- Cost Center Recovery, Service Billing and Internal Order Settlement
- Cost Center Budget Reporting
- Represent the CAEC team on new projects, work process changes, work process improvements, Robotics Process Automation, etc., participating with other Finance and Cost Accounting teams.
- Provide audit support for annual internal/external Cost Accounting related audits.
- Monitor multiple functional mailboxes and personal e-mail to investigate/respond to inquiries and on-going communications/follow-up with key stakeholders.
- Create/maintain thorough documentation for CAEC work processes and create/implement work process improvements or automations as needed.
- Records, monitors, report and communicates function/business results, and ensures activity is accurate, complete, and compliant to accounting standards.
- Perform product inventory reviews and fixed assets review.

Knowledge, Skills and Abilities:

- Strong verbal and written communication skills are needed.
- Able to handle multiple priorities from multiple sources.
- Must be an organized self-starter exhibiting good judgment and the flexibility to adapt to priority changes and demands.
- Name of the position- **Controllers Coordinator / Sr. Controllers Coordinator (Cost Accounting Expertise Center Team)**
- Eligibility criteria- **Good Communication & Technical Skills, willing to relocate in Navi Mumbai**
- CTC p.a.- **6 LPA to 15 LPA**
- Job location- **Airoli, Navi Mumbai**
- No. of vacancies (tentative)- **4 to 5**
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