




AR/AP/GL and Reconciliation Specialist



Udupi, Karnataka, India · 20 hours ago · 57 applicants

 On-site · Full-time

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About the job

About Advith ITeC:

Advith ITeC is a venture that merges finance consulting with technology, with the word ITeC standing for Information Technology enabled Consulting. We are building various tech tools to make finance consulting more accessible and have a dedicated team of individuals that are trained on tasks related to finance consulting and compliance management.

Key Responsibilities:

Accounts Receivable (AR):

- Oversee the invoicing process and ensure timely collection of payments from customers.
- Monitor customer accounts and aging reports, following up on overdue invoices.
- Reconcile customer accounts to resolve discrepancies.
- Manage cash application and ensure payments are correctly allocated.

Accounts Payable (AP):

- Process and verify supplier invoices, ensuring timely and accurate payments.
- Reconcile vendor statements and resolve any discrepancies.
- Manage AP aging reports and ensure prompt payments within agreed credit terms.

- Respond to vendor inquiries and address any payment-related issues.

General Ledger (GL):

- Maintain accurate GL accounts, ensuring proper posting of transactions.
- Post and review journal entries with proper supporting documentation.
- Perform monthly, quarterly, and year-end closing activities.
- Assist with GL reconciliations, including bank reconciliations, fixed assets, accruals, and prepayments.

GST Reconciliation:

- Perform GST reconciliation between the books of accounts and the GST portal regularly.
- Ensure accurate and timely filing of GST returns and address any discrepancies.
- Stay updated on GST laws and regulations, ensuring compliance with statutory requirements.
- Coordinate with external tax consultants for GST audits and assessments.

Skills and Qualifications:

- Qualification: MBA/M.Com/B.Com
- Designation: Executive(2 to 4years exp)/ Senior Executive(4 to 8years exp)
- Strong expertise in AP/AR, Reconciliation, GST & other Compliance regulations, Data Analysis & Reporting.
- Experience working in SAP, Oracle, Zoho Systems, Excel & other MS office tools.
- Excellent communication & time management skills.
- No. of positions: 10