

## **Accountant - India**

### **REF#:- CTXIND003**

Circuitronix, a global leader in electronic components, is currently hiring energetic go getters seeking to unleash their full potential.

Title: Account Receivable/Payable Clerk

The Accounts Receivable/Payable will be responsible for entering customer and vendor invoices, reconciling vendor and customer's statements, running checks, preparing bank deposits and verifying posting of accounts.

#### **Duties & Responsibilities:**

- Maintain/run monthly payroll for Circuitronix India operations.
- Receive and review purchase orders, bills, check requests, and/or other related documentation to ensure accuracy.
- Matches original invoices and requests for payment with internal purchase orders or check requests; performs calculations to determine appropriate payment schedules and amount, and makes modifications as necessary.
- Follow up on account statements and other discrepancies regarding payment/collection of accounts.
- Coding and processing invoices with appropriate general ledger codes.
- Ensuring proper approval of invoices from authorized individuals.
- Maintaining and/or obtaining receipts to support invoices where applicable.
- Reconciliation of A/P and A/R balances for each entity.
- Verify and issue debit/credit memos.
- Responding to requests & vendor/customer calls.
- Maintaining various A/P and A/R related schedules and reports.
- Verifies and posts accounts receivable transactions to journal, ledgers, and other records.
- Carrying out other responsibilities as assigned by the Accounting Manager.
- Assist Accounting Manager with quarterly and year - end projects as assigned.
- Maintain and support the NetSuite Accounting system.

**Minimum Requirements:**

- At least 1 year of experience in the field.
- Knowledge of Standard accounts payable policies and accounting principles.
- Experience with Excel
- Strong Communication skills

\*Preference for candidates with experience in the Manufacturing Trading Companies.  
Interested Candidates should email their resume to [indiarecruiting@circuitronix.com](mailto:indiarecruiting@circuitronix.com)