

Executive, Finance & Accounts

Ref no: CP0137

Vacancy: 01

Job Designation: Executive, Finance & Accounts

Job Description:

- Performing general bookkeeping duties, like invoicing clients, recording cash receipts, making deposits at the bank, reconciling merchants accounts and updating accounting software logs
- Assist in Revenue Calculation/Identifying the amount of revenue of the previous month.
- Identify the receivables out of the revenue.
- Cross check the receivables and recording the same in the system like Tally ERP
- Address and resolve discrepancies in billing and invoices.
- Handling any special billing situations
- Prepare and send out manual bills to the clients (receivables)
- Communicate and follow up with clients for prompt collection
- Generating reports and statements for internal use.
- Reconcile and update the account receivable ledger at the end of the month.
- Communicate and follow-up for due tax and VAT challan/Certificate from merchants.
- Maintain relation with merchant and their user team to build a good relationship

Employment Status: Full Time

Requirements:

- BBA/MBA from a well reputed university. (Major in Finance)
- Candidate should have very good knowledge of MS excel.
- Experience in relevant field will add advantage.

Job Location: Dhaka

Salary: As per company policy

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Salary: Negotiable

Please Send your updated CV along with cover letter mentioning “**Executive – Finance & Accounts**” in subject line career@paperfly.com.bd within 31st May 2022