

Job Description: Purchase Accounting and Payments

DEPARTMENT	:	Accounts and Finance
DESIGNATION / POST TITLE	:	Accounts Executive
REPORTS TO	:	Functional Head
LOCATION	:	Gurgaon
EXPERIENCE	:	4-5yrs
COMPENSATION	:	4Lcs – 4.20Lcs

Company Profile

Radiant Hues India operates under the brand www.luxehues.com and is an exclusive online portal for affordable luxury brands from across the globe. Luxehues business is focused on partnering with organizations offering lifestyle products and services to affluent customers, showcasing the affordable Luxury Brands of International Origin and Indian Designer brands.

Collections and Accounts Specialist

This Specialist is responsible for updating Purchases and sales in accounts and reconciliation with Warehousing software, He also be responsible for supplier reconcialition and filing of GST return and related reconciliation

Job Description

- supplier Reconciliation
- Maintaining of day to day Accounting and Bank work
- Maintaining all records i.e. Voucher Entry related to Sale, Purchase, Bank A/c , Cash.
- Supplier outstanding statement
- Providing customer service regarding collection issues, process customer refunds, process and review account adjustments, resolve client discrepancies and short payments.
- Responsible for monitoring and maintaining assigned accounts- Supplier calls, account adjustments, small balance write off, Supplier reconciliations and processing credit memos.
- Accountable for reducing delinquency for assigned accounts.
- Perform other assigned tasks and duties necessary to support the Accounts Receivable Department.
- Must communicate & follow up effectively with Brand Team regarding Supplier accounts on a timely basis.
- Establish and maintain effective and cooperative working relationships
- Provide timely follow-up on payment arrangements.

Qualification & Experience

- 4-5 Yrs of experience
- Knowledge of Unicommerce Software.
- Knowledge of Purchase procedures
- Accounts Payable knowledge/experience a plus
- Strong attention to detail, goal oriented
- Commitment to excellent customer service
- Excellent written and verbal communication abilities
- Ability to prioritize and manage multiple responsibilities
- The ideal candidate for this position will have a minimum of 4 years of supplier accounts and Vat procedures.
- Strong communication, problem solving and analytical skills required
- Ability to work independently and to adapt to a fast changing environment.
- Proficiency in Microsoft Office including Excel, Word and Access.