

Job Title: Accounts Payable / Accounts Receivable Accountant

Company: Scan Global Services Private Limited

Location: Indore, Mumbai, Bangalore

About Us:

Scan Global Services Private Limited is a Consultancy firm specializing in providing assistance to US-based CPA, Tax professionals and US Corporates.

Job Description:

We are seeking a highly motivated and detail-oriented Accounting Professionals to join our team at Scan Global Services Private Limited. In this role, you will play a crucial part in assisting US-based companies in managing their Accounts. You will work closely with CFO/CEO and gain valuable exposure to the financial reporting process.

Key Responsibilities:

The Bookkeeper will support day-to-day bookkeeping operations, focusing on Accounts Payable (AP) and Accounts Receivable (AR) transactions. This role is critical in ensuring accurate and timely processing of financial data, reconciliation of accounts, and preparation of essential reports. The ideal candidate will have a foundational understanding of accounting principles, strong attention to detail, and the ability to work collaboratively within the finance team.

1. Accounts Payable & Accounts Receivable:

- Process and record AP and AR transactions accurately and efficiently.
- Manage vendor invoices, payments, and customer receipts, ensuring proper documentation and timely processing.
- Assist in maintaining accurate aging reports and follow up on outstanding receivables.

2. Bank Reconciliation:

- Perform regular bank reconciliations to ensure that all transactions are accurately recorded and any discrepancies are promptly resolved.
- Verify and match bank statements with internal records, investigating any variances.

3. Payroll Assistance:

- Support payroll processing by ensuring that employee payments are accurate and timely.
- Assist in resolving any payroll-related issues in coordination with the HR department.

4. Financial Reporting:

- Assist in preparing financial reports and statements, including monthly, quarterly, and annual summaries.
- Collaborate with senior accountants to ensure accurate reporting and compliance with accounting standards.

5. Audit Support:

- Assist in the preparation of audit documentation and coordinate with external auditors during the audit process.
- Ensure that all required information is provided in a timely manner and address any audit

queries under supervision.

6. Compliance & Record Keeping:

- Ensure that all financial transactions comply with relevant accounting standards and company policies.
- Maintain organized and up-to-date financial records and documentation.

7. Miscellaneous Accounting Duties:

- Assist in the preparation of detailed accounting memos for specific transactions as needed.
- Provide support in the preparation of draft financial statements and other financial documentation.

Qualifications & Experience Required:

1. Bachelor's degree in Accounting, Finance, or a related field.
2. Experience of minimum 1 years in similar role is a must.
3. Mandatory working knowledge / understanding of US GAAP.
4. Proficiency in Accounting Software's like : QuickBooks or SAGE or XERO or Netsuites.
5. Strong communication in English language is mandatory.
6. Proficiency in Microsoft Excel.
7. Ability to work under deadlines and handle multiple tasks simultaneously.
8. Willingness to learn and adapt to changing regulations and industry standards.

To apply, please submit your resume and a cover letter outlining your qualifications, experience and interest in the Accounting role at Scan Global Services Private Limited. We look forward to welcoming a dedicated and talented individual to join our team.