

# Tatvic Analytics

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## Sr Accounts Executive

### Description

#### 1. Invoicing Preparation:

- Utilize Zoho Books and other financial software to prepare accurate and timely invoices for our clients.
- Verify billing details, pricing, and terms to ensure the correctness of invoices.
- Address any invoice discrepancies and provide excellent customer service by promptly responding to client inquiries related to invoicing.
- Collaborate with other teams to obtain necessary project or service information for accurate invoicing.

#### 2. Legal Contracts Study:

- Review and analyze legal contracts, agreements, and terms related to financial transactions.
- Ensure compliance with company policies and legal requirements in financial transactions.
- Collaborate with the legal department to resolve any contractual issues or discrepancies.
- Maintain a well-organized and accessible record of all legal contracts and agreements.

#### 3. Financial Reporting:

- Generate financial reports from Zoho Books to provide insights into the company's financial performance.
- Prepare financial statements and reports for management and external stakeholders as required.
- Collaborate with the finance team to improve financial reporting processes and data accuracy.

#### 4. Process Improvement:

- Continuously seek opportunities to streamline and improve financial processes, with a focus on efficiency and accuracy.
- Stay up to date with the latest developments in Zoho Books and other relevant financial tools.
- Propose and implement process improvements to enhance the financial function's effectiveness.

#### 5. Compliance and Auditing:

- Assist in compliance with financial regulations and internal audit requirements.
- Work with auditors during financial audits, providing necessary documentation and support.

**Qualifications:**

- Bachelor's degree in Finance, Accounting, or a related field.
- Minimum of 3-5 years of experience in finance and accounting, preferably in the IT industry.
- Proficiency in Zoho Books and other financial software.
- Strong understanding of legal contracts and financial compliance.
- Excellent attention to detail and organizational skills.
- Strong analytical and problem-solving abilities.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Familiarity with IT industry-specific financial processes is a plus.

**Note :** We need candidate who can join us immediately.

**Hiring organization**

Tatvic

**Employment Type**

Full-time

**Job Location**

Ahmedabad

**Date posted**

November 6, 2023