



BY SHERATON

Navi Mumbai, Vashi

JOB PROFILE – ASST. MANAGER – ACCOUNTS RECEIVABLES

JOB SUMMARY

Assists in the day-to-day operations of accounts receivables, ensuring that invoices being sent out are correct and dispersed in a timely manner. Follows up on any delinquent accounts. Researches and decides upon credit authorization for incoming customers.

EDUCATION AND EXPERIENCE

4-year bachelor's degree in Finance and Accounting or related major; no work experience required.

CORE WORK ACTIVITIES

Assisting in Managing Work, Projects, and Policies

- Generates and provides accurate and timely results in the form of reports, presentations, etc.
- Compiles, codes, categorizes, calculates, tabulates, audits, or verifies information or data.
- Completes accounts receivable period end closing functions and procedures; credit and period end reporting.
- Upholds the policies and procedures outlined in the credit policy.
- Interacts with sales and catering staff for timely credit decisions on incoming customers.

Demonstrating and Applying Accounting Knowledge to Credit Management Issues

- Demonstrates knowledge of job-relevant issues, products, systems, and processes.
- Uses computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Keeps up-to-date technically and applying new knowledge to your job.
- Stays knowledgeable of accounts receivable system.

Maintaining Finance and Accounting Goals

- Submits reports in a timely manner, ensuring delivery deadlines.
- Ensures profits and losses are documented accurately.
- Achieves and exceeds goals including performance goals, budget goals, team goals, etc.
- Develops specific goals and plans to prioritize, organize, and accomplish your work.
- Monitors all taxes that apply, ensuring that taxes are current, collected and/or accrued.
- Ensures property billings are sent error free and in a timely manner.
- Monitors receivables for timely collections and follows up with appropriate collection correspondence.

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Additional Responsibilities

- Provides information to supervisors and co-workers by telephone, in written form, e-mail, or in person.
- Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures, and efficient control and utilization of financial resources.
- Analyzes information and evaluating results to choose the best solution and solve problems.
- Informs and/or updating the executives, the peers and the subordinates on relevant information in a timely manner.
- Maintains positive working relations with SSC, customers and department managers.