

## **WE ARE HIRING**

### **ACCOUNTS EXECUTIVE – REVENUE MANAGEMENT**

We are in search of a youthful, energetic individual possessing exceptional interpersonal skills, a pleasant demeanor, and a positive work attitude to join our company in the company secretarial sector. The selected candidate will be responsible for managing the revenue related accounting function based in an office at Colombo

#### **Requirements**

- Part qualification in CA, CIMA or ACCA with a good academic background
- Minimum 2 years of working experience in the accountancy field
- Ability to develop & maintain good working relationships with internal & external stakeholders
- Ability to fluently communicate in English
- Proficiency in accounting software and Microsoft Excel

#### **Roles & Responsibilities**

- Prepare and issue invoices in a timely and accurate manner, ensuring compliance with company policies and regulatory requirements. using QuickBooks
- Maintain an updated invoicing schedule.
- Ensure proper revenue recognition following company guidelines and accounting principles.
- Monitor and follow up on outstanding payments and overdue invoices, providing regular updates to the Management.
- Generate and analyze revenue reports, providing insights into billing trends and collections.
- Collaborate with internal teams, including sales and operations, to ensure accurate revenue reporting.
- Assist in improving invoicing processes and systems for efficiency.

Please send us your detailed resume including contact details of two non related referees, quoting the position on the subject line to the following email within 14 days of the advertisement.

Email: [accounts@secretarialhouse.com](mailto:accounts@secretarialhouse.com)

