

Role Name	AR - Trainee	
Reporting to	AR Executive (HO)	
Role Purpose	Recording of AR Transactions, reconciliation of customer's accounts and supplementary bills	
Role Description	For recording of receipts from customers for Northern region, verification of debit notes, internal Sales orders and daily reports.	
Responsibilities Heads	KRA (Key Result Areas)	KPI (Key Performance Indicators)
Sales accounting	Recording of receipts from Customers	1. Matching of receipt with invoice. 2. Difference in payment to be recorded as per process. 3. Submission of overdue statement for pending invoices.
	Supplementary invoices.	1. Supplementary invoices are issued in line with latest Pos.
	Adjustment of customers Claims	1. Verification of claim. 2. Submission of breakages and rejection details to QA. 3. Entry of credit note in system with due approval.
MIS	Collection Report & others	1. Daily and Monthly collection report. 2. Debtors report on Monthly basis. 3. Ensure the outstanding / overdue as per budget
Monthly / Annual Closing of AR	Monthly closing as per schedule.	1. Provisions for unsettled claims.
TQM / O2C	Implementation of TQM and O2C	Implemented vs. budget

REQUIREMENTS

Knowledge	Reasonable knowledge of sales accounting at manufacturing unit.	Experience (Number of years)	1 year to 2 years
Skills	Good knowledge Excel, Power point. Optional - Knowledge of Oracle	Qualification	B.COM, BBA (with Accounts) from good college.