

Experienced

Senior Executive

Noida, India

SMR is a global company with a high level of innovation. Our goal is to actively help forming the future of the automotive industry – with innovative technologies that make driving more comfortable and safer. With a broad portfolio of manufacturing capabilities, SMR produces a large variety of high-quality products majorly for the automotive industry. Resource required for a detail-oriented Accounts Payable / Accounts Receivable with hands-on experience in SAP and Vendor Invoice Management (VIM). The role involves end-to-end AP and AR operations, ensuring accurate processing, compliance, and timely closure of financial transactions.

What you'll do

- **Accounts Payable (AP)**
 - Process vendor invoices using SAP (FI/MM) and OpenText VIM
 - Perform 2-way / 3-way invoice matching (PO, GRN, Invoice)
 - Handle invoice exceptions, workflow approvals, and dispute resolution in VIM
 - Ensure accurate vendor master data and compliance with company policies
 - Manage payment runs, due date tracking, and vendor reconciliations
 - Coordinate with procurement and vendors for invoice clarifications
- **Accounts Receivable (AR)**
 - Generate and post customer invoices in SAP
 - Apply incoming receipts and manage cash application
 - Monitor customer aging and follow up for overdue receivables
 - Handle customer reconciliations and resolve billing discrepancies
 - Support credit control activities and AR reporting
- **Accounting & Compliance**
 - Assist in month-end and year-end closing activities
 - Prepare AP/AR schedules and reports for management
 - Support internal and external audits with documentation and explanations
 - Ensure compliance with accounting standards and internal controls.

What we are looking for

- Bachelor's degree in commerce / accounting / finance
- 2–4 years of experience in AP and AR functions
- Strong working knowledge of SAP and VIM invoice workflows
- Strong analytical, communication, and coordination skills
- High attention to detail and ability to meet deadlines

What we offer

- A competitive salary and range of benefits.
- Be part of worldwide team with very big challenges ahead, which bring huge development opportunities for people with big career goals.
- If you enjoy working in a fast-paced environment then look no further.



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