



## **About Karomi**

Karomi is a leading Enterprise SaaS provider. Our flagship manageartworks.com platform enables 4000 leading Global and Indian brands Reach markets faster with Karomi's end-to-end packaging & artwork management system while achieving 100% compliance. We offer everything to get your artwork projects going. Manage every step of the packaging and artwork process.

**Location: Chennai**

**Position: Senior Accounts Executive**

**Department: Accounts & Finance**

## **Responsibilities**

### **Accounts Receivable:**

- Responsible for generating invoices and account statements / reconciliations.
- Tracking and follow up for Purchase orders, Renewals and Collections
- Maintaining accounts receivable records like Customer contract, Purchase Orders, and Invoices
- Posting of sales entries in accounting software (Tally).
- Interact with India & Global Sales and Delivery & Operations team for reports / collections / clarifications.

### **Accounts Payable:**

- Responsible for booking of vendor invoices as per the account standards in Tally.
- Scrutinizing of vendor invoices with reference to Purchase order / Approvals
- Responsible for vendor Invoices follow up and Payments to vendor as per the terms.
- Must verify the Reimbursement expenses Corporate Credit card expenses.
- Maintaining the Vendor records such as Invoices, Purchase Order, Vendor Contracts etc
- Interact with other departments for Raising Purchase Order etc.

### **Compliance:**

- Responsible for monthly compliances like TDS / GST / PF / ESIC etc
- Coordinating with the team for completion of the Audit Internal / External for all the regions
- Responsible for Quarterly compliances Filing & Issue of Form 16A to vendors and stakeholders.
- Responsible for Half yearly compliances Professional Tax and Annual compliance Labour Welfare Fund / Form 16 to employees



## Requirements

- 3+ Years Accounting Experience
- Bachelor's / Master's degree in Accounts & Finance or any related field
- Hands on experience with Tally, TDS, and GST
- Experience with SaaS financials and SaaS revenue recognition desirable but not essential.
- Experience working in the accounting department of a SaaS company or software company.

**Website:** [www.karomi.com](http://www.karomi.com) and [www.manageartworks.com](http://www.manageartworks.com)