SATVIGA

JOB DESCRIPTION

Accounts & Commercial Executive

Company: Satviga Solutions Pvt. Ltd. **Location:** Bhubaneswar, Odisha

Department: Finance, Accounts & Commercial **Reporting To:** CFO / Head – Finance / CEO

Employment Type: Full-Time **Experience:** 2–6 years **Industry:** EV / Solar / Manufacturing / Projects

1. Position Summary

Satviga Solutions Pvt. Ltd. is looking for a detail-oriented and commercially strong **Accounts & Commercial Executive** to manage day-to-day accounting, bookkeeping, receivables, payables, banking, taxation, statutory compliance, audits and commercial documentation.

The incumbent will be responsible for maintaining accurate books of accounts and ensuring strong financial discipline across the organisation. The role will cover the complete accounting cycle from **purchase/sales entries** → **ledger scrutiny** → **receivables/payables** → **banking** → **statutory compliance** → **month-end closing** → **MIS** → **audit support**.

The position requires a hands-on professional who can independently manage routine accounting and commercial activities while escalating critical financial, tax or compliance matters to management and external professionals.

2. Key Responsibilities

A. Bookkeeping & Accounting

- Maintain day-to-day books of accounts accurately and on a timely basis.
- Record sales, purchases, receipts, payments, journal entries, expenses, advances and other accounting transactions.
- Maintain customer, vendor, bank, cash, expense and statutory ledgers.
- Perform ledger scrutiny and ensure proper accounting classification and supporting documentation.
- Maintain accurate accounts receivable and accounts payable records.
- Ensure proper cut-off and accounting of revenue, purchases, expenses and liabilities.
- Support monthly, quarterly and annual closing of books.

B. Receivables Management

- Maintain customer-wise receivable ageing and collection tracker.
- Monitor due dates and follow up with customers for timely collections.
- Coordinate with Sales/Project/Showroom teams to resolve billing and collection issues.
- Prepare daily/weekly receivable reports and highlight overdue accounts to management.
- Track advances received, customer deposits, credit notes, debit notes and adjustments.
- Ensure proper allocation of customer receipts against invoices.
- Support management in improving working capital and reducing overdue receivables.

C. Payables & Vendor Management

- Maintain vendor-wise payable ageing and due-date tracker.
- Verify vendor invoices, purchase orders, GRNs/service confirmations and supporting documents before processing payments.
- Coordinate with Purchase/Stores/Projects for invoice verification.
- Prepare payment proposals based on approved terms and cash-flow priorities.
- Ensure vendor payments are made within agreed credit terms after appropriate approvals.

• Maintain vendor advances, adjustments, debit/credit notes and reconciliation.

D. Banking & Treasury Support

• Handle day-to-day banking transactions and maintain bank records.

• Prepare and process NEFT/RTGS/IMPS and other approved banking transactions.

• Prepare bank reconciliation statements and resolve unreconciled items promptly.

• Monitor bank balances, scheduled payments, customer receipts and short-term cash requirements.

• Maintain cheque/payment instruments and banking documentation.

• Coordinate with banks for account-related documentation, statements, confirmations and routine requirements.

E. Taxation & Statutory Compliance

• Assist in timely GST compliance, including reconciliation of sales/purchases and input tax credit records.

• Support preparation and filing of applicable GST returns through internal/external tax professionals.

• Maintain TDS records, deductions, challans, certificates and returns.

• Assist with income-tax related data, schedules, confirmations and documentation.

• Track applicable statutory due dates and ensure no compliance deadline is missed.

• Maintain proper supporting documents for tax assessments and departmental queries.

• Coordinate with Chartered Accountant/tax consultants for statutory filings and tax matters.

F. GST & Reconciliation

• Perform sales register vs. books reconciliation.

• Perform purchase register vs. books and available GST data reconciliation.

• Monitor input tax credit and identify mismatches requiring correction.

• Ensure GST invoices, e-invoices/e-way bills and other applicable documentation are properly maintained.

• Coordinate with Sales, Purchase and Operations teams to correct billing or tax documentation errors.

G. Audit & Compliance Support

• Coordinate with statutory auditors, internal auditors, tax auditors and Chartered Accountants.

• Prepare audit schedules, ledgers, confirmations, reconciliations and supporting documents.

• Ensure audit queries are tracked and closed within agreed timelines.

• Maintain proper documentation and audit trails for accounting transactions.

• Assist in preparation of financial statements, schedules and management representations as required.

• Implement corrective actions arising from audit observations.

H. Commercial Operations

• Review commercial documents including quotations, purchase orders, sales orders, invoices, credit notes and debit notes.

• Ensure commercial transactions are supported by appropriate approvals and documentation.

• Coordinate with Sales, Purchase, Logistics, Projects and Operations for billing and commercial closure.

• Monitor customer and vendor contractual payment terms.

• Identify commercial leakages, incorrect billing, duplicate invoices and unsupported expenses.

• Maintain commercial trackers for projects, dealerships, showrooms, solar installations and EV business as applicable.

I. Sales & Project Billing

SATVIGA

- Coordinate timely customer invoicing against sales, deliveries, installations, milestones or agreed commercial terms.
- Verify billing data against approved sales orders, delivery documents, project completion records or other supporting documents.
- Track unbilled revenue/work completed but not yet invoiced.
- Ensure credit notes and billing adjustments are properly approved and accounted for.

J. Payroll & Employee-Related Accounting Support

- Coordinate with HR for payroll inputs and accounting entries.
- Assist with statutory payroll-related accounting and payments such as PF, ESI, professional tax or other applicable deductions.
- Maintain employee advances, reimbursements and recoveries.
- Support timely settlement of employee claims after approval.

K. MIS & Management Reporting

- Prepare monthly finance and commercial MIS.
- Provide receivables ageing, payables ageing, cash/bank position and outstanding payment reports.
- Prepare sales, purchase, expense and working-capital summaries.
- Highlight major overdue receivables, upcoming payables, cash-flow risks and unusual transactions.
- Support management with data for budgeting, forecasting and business decisions.

L. Internal Financial Controls

- Ensure transactions are processed only against authorised documents and approvals.
- Maintain segregation of duties and proper supporting records wherever applicable.
- Identify accounting errors, duplicate payments, unusual transactions and control gaps.
- Support implementation of SOPs for billing, collections, purchases, payments, expenses and banking.
- Maintain confidentiality of financial and commercial information.

M. ERP / Accounting Software

- Maintain accounting records in the company's ERP/accounting software.
- Ensure timely posting and accurate master data for customers, vendors, items and tax codes.
- Support reconciliation between operational systems and finance records.
- Generate required reports and assist in system/process improvements.

3. Key KPIs

- 100% timely and accurate bookkeeping.
- Receivables ageing and overdue reduction.
- Payables processed within approved credit/payment terms.
- Bank reconciliations completed within defined TAT.
- GST/TDS and other applicable statutory compliance completed within due dates.
- Zero avoidable penalties due to missed statutory deadlines.
- Monthly books closed within agreed timeline.
- Audit schedules and supporting documents submitted within agreed timelines.
- Reduction in unreconciled balances and accounting errors.

- Accurate and timely management MIS.

4. Educational Qualification

- **Essential:** B.Com / M.Com / equivalent qualification.
- **Preferred:** CA Inter / CMA Inter / MBA Finance / relevant professional accounting qualification.
- Strong working knowledge of accounting principles, GST, TDS and financial controls is essential.

5. Experience

- **Essential:** 2–6 years of hands-on experience in accounting and commercial operations.
- **Preferred:** Experience in an SME, manufacturing, EV, solar, automobile, EPC, project or trading organisation.
- Experience in independently handling receivables, payables, banking, GST/TDS and audit coordination will be strongly preferred.

6. Technical Competencies

- Strong knowledge of bookkeeping and accounting principles.
- Working knowledge of GST, TDS and applicable statutory compliance.
- Bank reconciliation and ledger reconciliation.
- Receivables and payables ageing analysis.
- Invoice verification and commercial documentation.
- MS Excel including lookups, pivot tables and basic financial analysis.
- Working knowledge of Tally / ERP / accounting software.
- Basic understanding of financial statements: P&L;, Balance Sheet and Cash Flow.

7. Behavioural Competencies

- High integrity and financial discipline.
- Strong attention to detail.
- Ownership and accountability.
- Confidentiality and professional ethics.
- Good communication and follow-up skills.
- Ability to work with Sales, Purchase, Operations, Projects, HR and external consultants.
- Ability to meet strict accounting, banking, tax and audit deadlines.

8. 90-Day Performance Mandate

- Complete review and reconciliation of all customer and vendor ledgers.
- Establish a robust receivables and payables ageing system.
- Ensure bank reconciliations are current and unresolved items are identified.
- Review GST/TDS compliance status and create a statutory due-date tracker.
- Standardise invoice, payment and commercial documentation.
- Establish monthly closing and MIS reporting discipline.
- Prepare an audit-ready accounting documentation system.

9. Authority & Accountability

- Return incomplete or unsupported invoices/documents for correction.
- Flag overdue receivables, unusual transactions, cash-flow risks and compliance gaps to management.

- Coordinate with external CA/tax/audit professionals within delegated authority.
- Ensure no payment is processed without required approvals and supporting documentation.
- Accountable for accuracy, completeness and timeliness of assigned accounting and commercial records.

10. Preferred Candidate Profile

- The ideal candidate should be a **hands-on Accounts & Commercial professional** who can independently manage day-to-day accounting while maintaining strong control over receivables, payables, banking, taxation and audit requirements.
- Experience in a growing company where the candidate has handled multiple functions rather than only data entry/bookkeeping will be preferred.

11. Reporting Structure

- **CFO / Head – Finance / CEO** → Accounts & Commercial Executive.
- Cross-functional interfaces: Sales, Purchase, Stores, Projects, Service, Showroom, HR, Operations, Banks, Chartered Accountants, Tax Consultants and Auditors.

12. Critical Success Factor

- The Accounts & Commercial Executive must ensure that Satviga's financial records are **accurate, current, reconciled, compliant and audit-ready**, while maintaining tight control over **cash flow, receivables, payables and statutory obligations.**

13. Candidate Screening – Mandatory

- Demonstrated hands-on bookkeeping/accounting experience.
- Practical experience in receivables and payables management.
- Working knowledge of GST and TDS.
- Experience with bank reconciliation and banking transactions.
- Experience coordinating statutory/tax audits with CA/auditors.
- Strong MS Excel and accounting software/ERP skills.
- Candidates should be able to demonstrate how they have reduced overdue receivables, improved reconciliation or strengthened financial controls in their previous role.

Approved / Issued By:

CEO

Satviga Solutions Pvt. Ltd.