

**Title:** Accounts Receivable Specialist  
**Reports to:** Accounting Manager (US)  
**Location:** Gurgaon, India

**Summary:** Performs complex data entry and related operations in posting accounts receivable payments. The Account Receivables Specialist is responsible to maintain the appropriate ledgers. Resolves credit balances and account problems; posts claim denials, refunds, adjustments, and other account actions.

**Job Responsibilities:**

- Receives and receipts cash items and third party payments; posts and reconciles payments to ledgers.
- Reviews credit balances, refunds, adjustments, and claim denials; reconciles, corrects, and applies adjustments to billing records.
- Balances daily batches and reports; prepares income reports and statistics; distributes reports.
- Performs a variety of general clerical duties, including telephone reception, mail distribution, and other routine functions.
- Ensures strict confidentiality of financial records.
- May assist in preparing documentation and responses for legal inquiries, litigation, and court appearances.
- Performs miscellaneous job-related duties as assigned.
- Will be responsible for additional tasks as assigned by reporting manager.

**Position Requirements:**

- Degree in accounting discipline required
- Knowledge of accounts receivable
- Knowledge of general accounting procedures
- Minimum 2 years accounts receivable and general accounting experience
- Excellent communication skills
- Must be proficient in Microsoft Office suite
- Experience with NetSuite preferred, not necessary

**Note:** The intent of this job description is to provide the representative with an overview of the duties and responsibilities that will be required of this position and shall not be construed as a complete description of the specific duties and responsibilities for this position. Employees may be directed to perform job-related tasks other than those specifically described here. Circuitronix is an Equal Opportunity Employer and embraces diversity as a critical step in ensuring employees success. We are committed to building and developing a diverse environment where a variety of ideas and perspectives can thrive. Applicants are requested to email their resume along with cover letter to [humanresources@circuitronix.com](mailto:humanresources@circuitronix.com).