



Status: Full Time
Reports To: IN Accounting Manager
Location: Hyderabad, IN
Workdays: 5-Days a Week
Work Hours: 12.30 PM TO 9.30 PM

Billing & AR Analyst

Position Summary:

Decisions is a fast-growing, private-equity-backed technology company that provides an integrated workflow and rules platform for business process automation (BPA). Trusted by top Fortune 500 firms and SMBs worldwide, Decisions empowers diverse industries around the globe to streamline and improve their processes, enhancing efficiency and yielding results, regardless of technical expertise. This no-code automation platform seamlessly integrates AI tools, rules engines, and workflow management, enabling the transformation of customer experiences, modernization of legacy systems, and the achievement of automation goals three times faster than traditional software development.

We are looking for an ambitious Billing & Accounts Receivable Analyst to support the day-to-day accounting functions for our global SaaS subscription business working with customers across the world. You will be responsible for core billing and accounts receivable sub-ledger processes, accounting activities, preparing month-end-close procedures, and providing additional support to our team and customers as needed. This is a customer facing role that requires good communication skills using the English language.

What you'll need to bring to the role

Objective #1: Own the accounts receivable accounting function

- Creating and sending accurate invoices, collaborating as needed with customer success and sales teams to receive information required
- Accurately recording payments from customers in the system
- Communicating with customers on overdue invoices to maintain low days sales outstanding
- Updating customer accounts based on payment or contact information and responding to customer inquiries
- Maintaining spreadsheets and updating information as needed for accounts receivable, deferred revenue and bad debt
- Own assigned areas of the month end close process

Objective #2: Support our overall accounting department

- Identify and propose enhancements and improvements to areas of responsibility
- Be a resource and support for other business units as they strive to directly serve our prospects and customers and generate growth

- Support the annual external audit and tax return filings
- Perform special projects as requested
- Specialized experience in order to cash, billing and AR is desirable

Qualifications

- B.com Graduate with IPCC or CA discontinued or B.com / B.com + M.com OR MBA in Finance
- 2-5 years of experience in a similar role
- Understanding of basic principles of accounting and finance
- Awareness of software as a service industry will be advantageous
- Proficiency in Microsoft Office programs, especially working with large data sets in Excel
- Experience in QuickBooks Online preferred
- Ability to prioritize and manage multi-tasks simultaneously in a deadline driven environment
- Excellent communication skills
- Detail oriented and organized
- Ability to exercise sound judgment and confidentiality
- Eagerness to learn and take on any tasks assigned