

## About Global Vinyl

Global Vinyl is a leading manufacturer in the vinyl flooring, leather cloth, car carpets, and PVC sheeting industries, committed to providing high-quality products and exceptional customer service. We are currently seeking a motivated and detail-oriented **Accounts Executive** to join our team and support our finance functions at our head office in Colombo 11.

### Key Responsibilities:

- Manage day-to-day accounting transactions, ensuring accuracy and timeliness.
- Prepare financial statements, reports, and reconciliations.
- Monitor and maintain accounts payable and receivable.
- Process payments, invoices, and receipts.
- Assist in budget preparation and financial forecasting.
- Ensure compliance with company policies, accounting standards, and regulations.
- Support audit activities and preparation of tax filings.
- Maintain accurate records of all financial transactions.
- Collaborate with other departments to support financial operations.

### Qualifications:

- Professional qualifications such as CMA/AAT / CIMA/ CA or equivalent (preferred).
- Previous experience in accounting, bookkeeping, or financial management is preferred.
- Proficiency in Microsoft Office Suite and accounting software
- Excellent organizational, analytical, and problem-solving skills.
- Attention to detail and ability to work independently.
- Strong communication skills and ability to collaborate effectively across teams.

Please e-mail your updated resume to [careers@globalvinyl.lk](mailto:careers@globalvinyl.lk) & [HR\\_ho@globalvinyl.lk](mailto:HR_ho@globalvinyl.lk)

### Global Vinyl (Pvt) Ltd

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