

Level – 4

Dow has an exciting opportunity for a **Senior CAEC Controllers Coordinator** position within the **Mumbai Global Accounting (MGA) Cost Accounting Expertise Center (CAEC)** at **Airoli Navi Mumbai**. The Senior CAEC Controllers Coordinator is responsible for providing consistent superior cost accounting support, services and act as co pilot with functional stakeholders.

Job Expectations:

- Month End Closing – Generate and review reports for Cost Accountants using Diamond Systems Reporting, SAP, MS Access and MS Excel.
- Product Cost Estimates (PCE) – Generate reporting and investigate/resolve variances (monthly and quarterly).
- Global Material IDs (GMID) – Create and maintain accounting segments on requests received through the CMT/PMR tools or functional mailbox.
- Stock Take Observations – Coordinate and reconcile inventory counts using the paper reconciliation process.
- Manual Journal Entry processing and Miscellaneous Invoice creation.
- Cost Center Recovery, Service Billing and Internal Order Settlement
- Cost Center Budget Reporting
- Robotics Process Automation (RPA) – Monitor, resolve and escalate RPA issues as needed.
- Represent the CAEC team on new projects, work process changes, work process improvements, Robotics Process Automation, etc., participating with other Finance and Cost Accounting teams.
- Provide audit support for annual internal/external Cost Accounting related audits.
- Monitor multiple functional mailboxes and personal e-mail to investigate/respond to inquiries and on-going communications/follow-up with key stakeholders.
- Create/maintain thorough documentation for CAEC work processes and create/implement work process improvements or automations as needed.
- Records, monitors, report and communicates function/business results, and ensures activity is accurate, complete, and compliant to accounting standards.
- Perform product inventory reviews and fixed assets review.
- Provides financial analysis to function/business management teams as needed for project studies, options analysis, and productivity/benchmarking measurements.

Required Qualifications:

- Qualified CMA/CA - Fresher
- Inter CMA/Inter CA/MBA with 2+ years of costing and accounting experience.
- Proficiency in Microsoft applications, such as Excel, Word, PowerPoint and Outlook.

Preferred Qualifications:

- Proficiency with SAP, Power BI, Power Query, and another RPA tool
- Costing/ Accounting, or similar work experience.

Knowledge, Skills and Abilities:

- Strong verbal and written communication skills are needed.
- Able to handle multiple priorities from multiple sources.
- Must be an organized self-starter exhibiting good judgment and the flexibility to adapt to priority changes and demands.

Additional Notes:

- Relocation is not available for this position.
- The ability to accommodate a flexible schedule aligned with international time zones is essential.
- **Name of the position-Senior CAEC Controller coordinator**

- ✘ Eligibility criteria- refer the attachment
- ✘ CTC p.a.- 12 – 16 Lakhs
- ✘ Job location-Mumbai
- ✘ No. of vacancies (tentative)-Approx.8-10
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