

Genpact (NYSE: G) is a global professional services and solutions firm delivering outcomes that shape the future. Our 125,000+ people across 30+ countries are driven by our innate curiosity, entrepreneurial agility, and desire to create lasting value for clients. Powered by our purpose - the relentless pursuit of a world that works better for people - we serve and transform leading enterprises, including the Fortune Global 500, with our deep business and industry knowledge, digital operations services, and expertise in data, technology, and AI.

We are inviting applications for the role of **Process Developer, Record to Report**

We require someone with extensive knowledge and experience in General Accounting.

Responsibilities

In this role, you will be responsible for all the activities related to general accounting which include:

- Month End Closing process and Reconciliations (Key & Non Key)
- Standard, Non Standard & recurring J/Es (incl. accruals, prepaid, deferrals, leases)
- Posting and documenting and tracking approvals
- Recording volumes and finalizing SLAs
- Initial P&L reviews (e.g. trend analyses), detailed reporting analyses and Audit Support
- Proficiency in MS Office applications
- Good written and verbal communications skills to communicate with external parties
- Good analytical and problem solving skills
- Foreign Client handling

Qualifications we seek in you!

Minimum qualifications

- B.Com
- Relevant experience
- Excellent English language skills (verbal and written)

Preferred qualifications

- Relevant Experience in reputed Captive/Outsourcing RTR Ops
- MS Excel Knowledge, Pivot, VLOOKUP, Macros
- IT skills: ERP (PeopleSoft/SAP/Oracle/Workday Financial), MS Office
- Stakeholder Management experience
- Quality Lean/Process Improvement knowledge

Genpact is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion or belief, sex, age, national origin, citizenship status, marital status, military/veteran status, genetic information, sexual orientation, gender identity, physical or mental disability or any other characteristic protected by applicable laws. Genpact is committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, customer focus, and innovation. Get to know us at www.genpact.com and on [X](#), Facebook, LinkedIn, and YouTube.

Furthermore, please do note that Genpact does not charge fees to process job applications and applicants are not required to pay to participate in our hiring process in any other way. Examples of such scams include purchasing a 'starter kit,' paying to apply, or purchasing equipment or training.