

JOB IDENTIFICATION

Position Title: Accounts Receivable Intern

Location: Okhla, Delhi

Department: Fulfilment/CFO

Unit: GMO GlobalSign, India

Reporting into: Manager - AR

ABOUT GLOBALSIGN

Established in 1996, GlobalSign is the leading provider of trusted identity and security solutions enabling businesses, large enterprises, cloud service providers and IoT innovators around the world to secure online communications, manage millions of verified digital identities and automate digital signing, authentication, and encryption. Its high-scale PKI solutions support the billions of services, devices, people, and things comprising the Internet of Everything (IoE). The company has offices in the Americas, Europe, and Asia.

GMO GlobalSign Certificate Services Private Limited has also been certified as 'Great Place to Work' Effective from the year July 2022. This is another step for us on our journey of building a High-Trust and High-Performance Culture. GlobalSign India also has fared much better than Top 75 Great mid-sized companies.

JOB SUMMARY:

We are seeking a detail-oriented and proactive Accounts Receivable Intern to support our finance team. In this role, you will assist with invoice generation, payment processing, account reconciliations, and resolving billing discrepancies. This internship offers valuable hands-on experience in managing accounts receivable operations and contributing to financial accuracy and cash flow optimization.

JOB RESPONSIBILITIES:

- Responsible for computerized and manual cash batch, data entry and sale journal.
- Perform AR duties including invoicing, investigating chargebacks, discrepancies and reconciliations.
- Draft accounting summary reports with income activity itemized by portfolio and maintained a record of error-free monthly reconciliations.
- Assist in following up on pending claims.

REQUIRED SKILLS:

- Students or recent graduates interested in Finance, Accounting etc.
- General ledger entry and maintenance
- Data entry
- Advanced Excel ability
- Analytical skills
- Organizational skills
- Time management skills
- Good communication skills

SECURITY RESPONSIBILITIES:

At GlobalSign we believe that security is the responsibility of every employee. We therefore expect the employees to minimize risk by reducing and preventing the impact of information security threats to GlobalSign, as to protect against loss of confidentiality, integrity, and availability. All GlobalSign employees are held responsible for maintaining the required level of information security within the scope of their job function. The GlobalSign information security framework clearly defines and documents these responsibilities, as well as responsibilities for individual information assets and security processes.

At a minimum, the responsibilities include:

- Using information assets for authorized purposes only.
- Understanding the security classification of information assets and using the information assets accordingly.
- Not disclosing or releasing direct or indirect information assets to any third-party without appropriate authorized management approval.
- Protecting information assets placed in the care of users from misuse, disclosure, theft, and destruction, whether it is by accident or deliberate means.

GlobalSign employees will be required to sign the Acceptable Use Policy that stipulates their responsibilities in terms of information security at the start of their employment and at any time these are update.

BENEFITS:

- Work with one of the Great Places to Work among top 75 mid-sized companies.
- Meaningful and rewarding work that is performed with integrity.
- A culture of learning in collaboration with great young colleagues and leaders.
- A unique career journey shaped by your talent and curiosity.
- Support and trust to thrive in your career and life.
- Get Insurance against your and immediate family's health.
- Get a Flexible Working Hours environment.
- Vaccinate yourself by reimbursing the cost.
- Make Fun C Friends at Office, Go for outings and yearly off-sites.

APPLICATION PROCESS:

If you satisfy the qualifications described above, find our business compelling, and are committed to exemplifying our “One GlobalSign Way” behaviors consistently, we encourage you to submit your application. Please forward your cover letter and current CV/resume to hr.in@globalsign.com

As you read through, You understand that by continuing to apply for this vacancy, you are agreeing to the processing of your personal data, subject to GlobalSign's [Privacy Policy](#)