



Rutuja Dontulwar

Team Lead - AP

My Contact

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Hard Skill

- Financial modeling and MIS reporting
- NetSuite and NetSuite Implementation and Transaction Process Optimization
- Proficiency in Microsoft applications: MS Excel, MS Word, Power point.
- AP Concur – Expense Management, Travel and Invoice Software
- Accounting and finance – AR and AP training certification.
- Hands-on experience with accounting software such as NetSuite, Salesforce, Zuora, and Microsoft GP. Familiarity with MRS VAT workflow.
- Understanding of GAAP and internal controls over financial reporting.

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Member of Toastmasters International – actively participating in speech evaluations and impromptu speaking exercises

About Me

I am a Team Lead - Accounts Payable with a total 9 years of experience in diverse portfolios. My expertise lies in analyzing financial data and maintaining seamless communication with internal and external stakeholders. I specialize in finance and have a proven track record of generating additional cash flow, collecting payments, and reducing aged receivables.

Professional Experience

Avalara Technologies Pvt Ltd. | **Team Lead - AP**

2022 – Present

Key responsibilities:

- Owning the project of Accounts Payable- PO, non- PO based Invoices booking, verifying, classifying, GRN, 3way match, SOW and agreements related activities.
- Ensure a seamless workflow, maintaining constant and effective communication with vendors and client interactions
- Invoice management, Payments to respective vendors, BANK file preparation.
- Strong understanding of US GAAP accounting principles.
- Prepared financial statements, Provisional accounting reports in accordance with GAAP and SEC requirements.
- Post daily receipts (wires/ACH/checks) and credit/debit memos on a timely basis to ensure accurate maintenance of accounts Payable balances.
- Managed and coordinated a talented clerical support team of 6.
- Increased team productivity by 20% through improved and streamlined task delegation and workflow optimization
- To provide required details for Audit and SOX compliance.
- Handling SAP Concur – Expense Management accounting tool and payments.

Avalara Technologies Pvt Ltd. | **Senior Finance and Account Associate**

2016 – 2022

Key responsibilities:

- Owning the AP EMEA/UK PO and Non-PO invoice entry Invoice booking Process using the accounting tool NetSuite
- Verifying all the supporting Documents GRN, SOW and Agreements.
- QC and Processing payments of approved and valid invoices.
- Look after the US and India vendor creation
- Cross-verification of documents, including Vendor Verification Form (VRF), W8, W9, ACH, Banking, sales tax, GST, and PAN details

Education Background

- HNIMR(CUMMINS), Pune

*Masters in Business Administration
(70%)*

Completed in 2015

- ITM college, SRTMU, Nanded

*Bachelor of Business Administration
(65.90%)*

Completed in 2014

- DSM College, Parbhani

H.S.C (75%)

Completed in 2010

- Provide all the required details and documents for Audit and FloQast
- Categorizing vendors based on their type, such as suppliers, standard vendors, partner vendors, or priority vendors
- Created process documents to prevent any potential disruptions and maintain strong vendor relationships

SKP Business Consulting LLP | Account Associate

2015 – 2016

Key responsibilities:

- Handled quality checking (QC) of the price difference process
- Handled calculation of price difference claims, issuing credit/debit notes to the customer on behalf of the client
- Reconciliation and verification of customer's claims after considering certain criteria such as authorized rates, calculation rate & client selling rate to the customer
- Conducted refresher training & error analysis meetings every month
- Managed complaints with calm, clear communication and problem-solving skills.

Achievements

- Received Q3 2023 Quarterly Team Category - Super Squads Award
- Got Bleed Orange Bonus as the outstanding performance of the year 2022.
- Received Spot bonus for implementation and migration in accounting tool - NetSuite
- Finance Rookie Academic Achievement Award 2018
- Recognized and received shoutout for the positive attitude towards work and ensuring to complete in the given TAT