



**ARCHNIX**  
YOUR ONE-STOP SOLUTION



# WE'RE HIRING

POSITIONS **OPEN**

We are looking for creative and energetic individuals to join our team

## Finance Coodinator



- Process vendor invoices, employee expense claims, and customer payments. Review and reconcile accounts to maintain accurate financial records.
- Generate regular financial reports, such as profit and loss statements, balance sheets, and cash flow statements. Analyze financial data and provide insights to stakeholders
- Review and reconcile expense reports submitted by employees. Ensure compliance with company policies and procedures
- financial analysis to identify trends, opportunities, and areas for improvement. Provide recommendations based on analysis to support strategic decision-making.
- Identify opportunities for process improvement within the finance department. Streamline procedures to enhance efficiency and accuracy.
- Collaborate with other departments, such as HR and Operations, to ensure smooth financial operations and effective communication.



Send your CV to  
**[careers@archnix.com](mailto:careers@archnix.com)**

Or

Find more opportunities at  
**[archnix.com/careers](http://archnix.com/careers)**



+94 117 718 718  
[support@archnix.com](mailto:support@archnix.com)



[www.archnix.com](http://www.archnix.com)



No. 304 1/1, Union Place,  
Colombo 02, Sri Lanka.