

+ Job Description



+ Job Title and Overview

We are seeking a young and dynamic recent college graduate to join our team as an Accounts Executive, providing support to our Finance Department in daily operations.

+ Essential Job Functions

- Manage all accounting transactions
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Generating invoices, challan and e-way in the company's software on a day-to-day basis.
- Supporting in statutory filings - TDS, GST, PF/ESI.
- Maintain records of vouchers, invoices, vendor payments, etc.
- Communicating with clients and vendors through phone calls or email.
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

+ Education and Experience

- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Knowledge on TDS, GST, PF/ESI will be a plus
- Hands-on experience with accounting software Tally or Tally Prime
- Advanced MS Excel skills including Vlookups and pivot tables
- Experience with general ledger functions
- Strong attention to detail and good analytical skills
- BCom in Finance or relevant degree