

Job Description for Sr. Accounts Executive

- **No of Post:** 1
- **Qualification:** B.com (M.Com / CA Inter or CMA Inter Preferred)
- **Experience:** 1 to 3 years of relevant experience from recognized Organizations/PSU/Private Company.
- **Remuneration :** Between Rs. 35000/- to Rs.50,000/- Per Month
- **Contract Period-** 3 Years.

Principle Responsibilities:

- Ledger Scrutiny & Passing Correction Entries for quarterly and annual closing.
- Preparation of Computations & Reconciliations under Direct & Indirect Taxation.
- Assisting in completion of all Audits viz Internal, Statutory, CAG Audit.
- Day to day Accounts Operations, Reconciliations and Bills Payments.
- Generating invoices in accounting software on a day-to-day basis.
- Reconciliations in Accounts Payable & Receivables.
- Maintain all the records & files in a proper manner.
- Good command over Microsoft Office Applications.
- Good understanding of accounting standards and principles.
- Any other responsibility assigned by the management.