

Dear Sir,

Thank you for reaching out to us with an invitation for participation at the CMA Campus Placement drive for the Newly Qualified CMAs 2024. We appreciate the opportunity to potentially recruit talented individuals for our team at Alishan Green Energy Pvt Ltd. Below is the JD for the post of Jr. Accountant.

Job description

Job Title: Junior Accountant

Location: F 101, Sky Villas, Kamal Vihar, Sector 8A, Raipur

Department: Finance

Reports To: Senior Accountant/Accounting Manager

Job Summary:

We are looking for a detail-oriented and reliable Junior Accountant to join our finance team. The ideal candidate will assist with daily accounting tasks, maintain financial records, and support the preparation of financial statements. This is an entry-level position suitable for recent graduates or individuals with some experience in accounting.

Key Responsibilities:

- Assist in maintaining accurate financial records and ledgers.
- Process accounts payable and receivable transactions.
- Prepare and reconcile bank statements.
- Assist in the preparation of monthly and year-end financial statements.
- Support the team in preparing tax returns and financial reports.
- Assist with general accounting tasks such as journal entries and balance sheet reconciliations.
- Maintain and organize accounting files and records.
- Assist in audits and ensure compliance with accounting standards and regulations.
- Respond to internal and external inquiries regarding financial data.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field (preferred).
- Basic knowledge of accounting principles and practices.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Ability to work independently and in a team environment.
- Strong communication skills.

Work Conditions:

- Full-time position.
- Opportunity for growth and advancement within the finance department.

Job Types: Full-time, Permanent

Pay: ₹12,000.00 - ₹16,000.00 per month

Students can apply or send their cvs in this mail id – hr@alishangreenenergy.com

