

Responsibilities

- Managing and overseeing day to day accounting operations
 - Reconcile bank statements
 - Ensure the integrity of accounting information by verifying, allocating, posting and entering transactions.
 - Collecting, creating and maintaining cash receipts and general ledger
 - Conduct account reconciliation regularly on a monthly or quarterly basis. – GSTR1, GSTR2, GSTR3B, TDS and others as applicable
 - Direct external and internal controls audits. - Substantiates financial transactions by auditing documents.
 - Perform monthly and annual account closings.
 - Ensure payments are being made and received on time. - Keeping a track of accounts payable and receivable
 - Collecting, creating and maintaining cash receipts and general ledger
 - Completing annual audits - tax returns and tax audit, month-end and year-end closing process.
 - Perform tasks in compliance with financial policies and regulations.
 - Supervising and training new employees
 - Adhering to the GST & Income Tax guidelines while conducting any accounting practices
 - Analyze the financial statements for any discrepancies and issues.
 - Present financial reports to higher management
- Skill Required:**
- Bachelor's degree in Accounting, Finance or relevant field. (Currently pursuing Graduation can apply)
 - Proven work experience as an Accountant, Accounting Assistant or a similar role.
 - Proficiency in Accounting software. – Busy Accounting Software
 - Knowledge of accounting principles and practices
 - Familiarity with accounting laws and regulations
 - Computer proficiency - Intermediate in computer Skills – MS Word, MS Excel and Outlook
 - Communication skill - Should have verbal, writing knowledge of English
 - A keen eye for detail for accuracy.
 - Exceptional time management skills.
 - Ability to multitask and internal controls.
 - Hardworking and honest