## 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 managementSkill 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