

ACCOUNTANT

Responsibilities:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Document financial transactions by entering account information (Tally ERP9, ZOHO Books)
- Recommends financial actions by analyzing accounting options.
- Summaries current financial status by collecting information from balance sheets, profit and loss statements, and other reports.
- Substantiates financial transactions by auditing financial documents and others.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Processing payments by verifying documentation and requesting disbursements.
- Prepare company Tax invoices as per the latest Applicable taxes!
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations. GST Monthly Returns Filling (GSTR 3b and GSTR 1).
- TDS Filling.
- Maintains customer confidence and protects operations by keeping financial information confidential.

Qualifications:

- MBA in Finance/Accounting or related field.
- Ability to interpret and analyze financial statements and periodicals.
- Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Expert in Tally ERP9 and Zoho Books.
- 4-5 Years Work Experience.
- Work experience in the infrastructure industry will be a bonus.

Compliance Support:

- Sound knowledge of corporate audit practices, procedures and policies.
- Sound knowledge of Indian Accounting Standards, Audit standards and Guidance notes issued by Institute of Chartered Accountants of India.
- Knowledge and experience of handling audit and tax engagement.
- Review, coordinate, prepare & file all relevant tax returns (both indirect and direct tax returns).
- Manage communication with tax consultants, banks & tax authorities.

Process Improvement:

- Develop and document business processes and accounting policies to support and strengthen internal controls around any payment.
- Focus on continuous process improvement and adaptive to change.
- Develops, measures and delivers services to agreed service levels and SLA/KPI targets for the Business function.
- Train all AP employees and aid accounting teams on various projects.

The ideal candidate will be involved with preparing financial reports and statements, bank reconciliations, and conducting cyclical audits. Moreover, the candidate must have strong people skills and own strong business acumen. This opportunity offers a highly progressive, innovative and challenging environment in which to champion your skills. We offer excellent compensation and benefits.

Equal Opportunity Employer: Minority, Female, Disabled, Veteran, Sexual Orientation