

## **Job Title - Accountant**

### **Job Description**

- Experience of handling all accounting activities independently
- Working knowledge of MS Office, Excel etc.
- Maintain up-to-date billing system
- Expert knowledge of Tally ERP
- To review and evaluate all financial activities, internal control processes and operations as per the approved audit plans.
- General ledger reconciliations and bank reconciliation
- Knowledge of TDS and return filing
- To maintain Petty Cash Book on day to day basis;
- To update accounting software on daily basis for the revenue related entry;
- To handle cash receipts & payments;
- To handle DD/Cheques & deposit those on due date(s) as per laid policies;

### **Skill Required –**

- Good Interpersonal Skill
- Communication and problem solving skills
- Efficient time-management and multi-tasking skills
- Strong analytical and reporting skills
- High ability in meeting deadlines
- Proficient in Tally and MS Office Suite or other accounting software

### **Experienced Required –**

- 3+ experienced in financial sector and sound knowledge about audits

### **Salary**

- As Per Company Norms

Notes – Only Experienced Applicants are required