

Job Discription

Job Title : Sr. Accountant / Accounts Executive.

Reports To :

The Sr. Accountant will report to Commercial Manager / CFO / CEO / Finance Director.

Job Overview :

The Purpose of Sr. Accountant is to carryout day to day accounts, Finance, Commercial & operation related work. Keep all records & entries of debtors & creditors up to date with bank entries & provide data to top management & auditor for finalization of accounts, pay taxes & file returns on time.

Responsibilities and Duties :

- Make entries and time to time reconciliation in tally of all debtors, creditors & bank.
- Maintain petty cash & general expenses of the staff & company.
- Generate timely sales & service proforma invoices & invoices and follow-up for the payments.
- Keep up to date records & make all statutory payments like tax, PF, ESIC, Insurance, LICs, MCGM, etc.
- Generating Purchase Order.
- Tracking & Entry of Inward Invoices.

Qualifications :

- **Qualification** : B.Com. / M.Com. / Equivalent.
- **Preferred Additional Qualification** : MBA / PGDM / – Finance / any other. (Not Mandatory)
- **Work Experience** : minimum 6 years in Accounts dept. of Manf. / Project / Engg. Firm / MEP / EPC / CA Firm.
- **Specific skills** : Tally / Microsoft Office / Surfing / Emailing / Social Media.
- **Personal characteristics** : Good Personality / Smart / Moderate in English – Speaking & Writing.
- **Certifications** : Tally / MS-CIT / SAP / any other (Not Mandatory)
- **Licenses** : Any (Not Mandatory)
- **Physical abilities** : Any Sports.