Job Description – Accountant

Roles and Responsibilities

Position Name	Accountant
Reporting to	Senior Accounts Manager
Location	Bhare, Pirangut

Position Description
The candidate is required to achieve process excellence. She/he shall be responsible to implement standard operatingprocesses. 100% accuracy ,secrecy and integrity is expected.

Sr. No.	Work	Description
01	Financial record keeping	1) Maintaining accurate and up-to-date financial records, such as invoices, expenses, and transactions, voucher entry (Dr/Cr) Petty Cash /Purchase/Sales/Expenses 2) Ledger Scrutiny/Balance confirmation letters DRS and Crs. 3) Bank Payment and receipt Entry 4) Bank reconciliation
02	Customer Communication	1) Responding to inquiries from clients, vendors, and internal staff
03	Taxation knowledge and experience	1) Knowledge of TDS returns data/Tax audit data 2) GST Data for filling return/Reconciliation on Portal data 3) Update knowledge of GST, HSN code as per Govt. rule
04	Payments and Receivables	4) Issuing or receiving payments, updating records, and communicating with customers or clients. Reconcile accounts Payable & Receivable.
05	Financial statement preparation	5) Compiling data and checking it against internal records to contribute to financial statements (Outstanding Statements, Balance confirmation statements)
06	Administrative Tasks & Audit Readiness	6) Prepare for internal audits 7) Prepare for GST, PF, ESI audits and ensure readiness 8) Filing, printing, reporting, emailing, & MIS reports.

Required Skills & Behavior:

- Achieving Process excellence by implementing standard operating process
- 100% accuracy
- Honesty
- Attention to detail
- Strong verbal and written communication skills
- Ability to work independently and in a team.
- Secrecy and confidential need to be maintain
- Professional attitude

Relevant Experience:

- 5+ years as Account assistant in CA firm /manufacturing Industry
- Hand on Experience in SAP

Educational requirements-

- B.com /M Com/ MBA in Finance
- Excellent written and spoken English,
- Proficiency using MS Office, specifically Excel