



JOB DESCRIPTION

ACCOUNTS EXECUTIVE

Job Purpose:

The Accounts Executive is responsible for ensuring accurate and timely execution of day-to-day accounting activities related to finance operations. The role requires maintaining financial records, processing accounting transactions, ensuring compliance with GST and TDS regulations, and supporting the smooth functioning of the Finance & Accounts department. The candidate should be able to independently manage routine accounting tasks with a high level of accuracy, confidentiality, and professionalism.

Key Roles & Responsibilities:

Accounting & Finance-

- Record day-to-day financial transactions in SAP accurately and promptly.
- Prepare and maintain accounting vouchers, journals, ledgers, and supporting documentation.
- Process vendor invoices, employee reimbursements, and payment entries.

Statutory Compliance-

- Maintain proper documentation to comply with applicable accounting and tax regulations. (For GST & TDS)

Administrative Support-

- Maintain finance-related records and files in both physical and digital formats.
- Support preparation of financial reports as required
- Ensure timely completion of assigned administrative and accounting tasks.

Required Skills & Competencies:

- Strong knowledge of accounting principles and bookkeeping practices.
- Hands-on experience working with SAP.
- Practical knowledge of GST and TDS compliance.
- Proficiency in Microsoft Office, particularly Microsoft Excel and Microsoft Word.
- Ability to work independently with minimal supervision.
- Integrity, confidentiality, and a professional approach to handling financial information.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.

Qualifications:

- Graduate (B.Com or equivalent)

Other Information:

- Experience: 3-5 years of relevant experience in Finance & Accounts.
- Gender Preference: Any
- Candidate's Location: Mumbai
