



## PR/109250 | Accounting

### Job Information

**Recruiter**[JAC Recruitment India](#)**Job ID**

1541917

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

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### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Company Overview**

One of the leading Japanese MNC into engineering and construction industry having industrial projects in PAN India location

**Job Location:** Bangalore

**Job Responsibilities:**

- A minimum of 4-5 years of experience in accounts and Commerce Graduate (B.Com.)
- Handling of day to day accounting

- Preparation of AR / AP outstanding report and follow up
- Preparation daily bank reconciliation
- Knowledge of TDS rates & exemptions
- Knowledge of GST rate, applicability, GST Input
- Monthly Branch MIS preparation & related reconciliations
- Knowledge of statutory compliances – PF, ESI
- Preparation of TDS on Monthly basis for deposit to Govt.
- Various reconciliations (Customer / Vendors / Bank)
- Posting of Vendors invoices (Direct Cost & Indirect Cost Booking in Tally) and arrange the payment
- Assist and coordination in Internal & Statutory Audit
- Good knowledge of Tally Accounting software & Excel

**Job Requirements:**

- Financial Reporting: Prepare and analyse financial statements, including balance sheets, income statements, and cash flow statements.
- Budgeting: Assist in the preparation of budgets and forecasts, and monitor actual performance against budget.
- Tax Compliance: Ensure timely and accurate filing of tax returns and compliance with tax regulations.
- Internal Controls: Implement and maintain internal controls to safeguard company assets and ensure financial accuracy.
- Reconciliation: Perform regular reconciliations of accounts, including bank statements, receivables, and payables.
- Audit Support: Assist in internal and external audits by providing necessary documentation and explanations.
- Financial Analysis: Conduct financial analysis to support business decisions and identify cost-saving opportunities.
- Team Collaboration: Work closely with the finance team and other departments to ensure accurate financial reporting and compliance.

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**Company Description**