



PR/109299 | Sr. Accounts cum HR Executive

#### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1541955

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 17th, 2025 23:00

#### 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

**Job title: Senior Accounts cum HR Executive**

**Location: Bangalore**

#### Job Requirement

Accounting Function

- Handle full set of accounts including AP, AR, GL and bank reconciliations
- Maintain records of financial transactions and manage accounts receivable & payable.
- Manage and file tax submissions (GST, corporate tax, etc.) in compliance with regulatory requirements.
- Work closely with external auditors, tax agents, and government authorities for financial reporting and compliance matters.
- Other ad-hoc Accounts duties

#### HR Function

- Update & maintain employees' records / staff movement / attendance system
- Assist in monthly payroll data checking / payroll preparation
- Review & update HR or any other related policies - To remain updated on Employment Act
- Oversee general office administration, including procurement and coordination of office supplies.
- Other ad-hoc HR duties

#### Requirements

- Minimum Diploma/Degree level in Accounting, Human Resources or equivalent
- Minimum at least 3 years of hands-on experience in Semiconductor Industry (Preferable)/ other industry will also work
  - Proficient in Microsoft office
- Knowledge on regulations & policies (Tax, HR & Accounts)
- Familiar with full set of accounting and payroll
- Positive attitude and ability to work well under pressure and independently
- Good interpersonal and communication skill

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#### Company Description