



JAC Recruitment

インドの求人なら  
JAC Recruitment India

PR/109518 | Sr. Executive - Accounts

## Job Information

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

1552451

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

August 19th, 2025 09:01

## 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 Executive - Accounts****Location: Gurgaon****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

## Requirements

- Minimum Degree level in Accounting, Human Resources or equivalent
- Minimum at least 4 years of hands-on experience in Trading Industry (Preferable)/ other industry will also work - Proficient in Microsoft office
- Knowledge on regulations & policies (Tax, Accounts)
- Familiar with full set of accounting
- Positive attitude and ability to work well under pressure and independently
- Good interpersonal and communication skill

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

---

## Company Description