



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

July 22nd, 2025 10:19

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

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Company Description