



PR/109771 | Sr. Accounts cum HR Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1564166

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 16th, 2026 07:28

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

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