



## 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**

February 10th, 2026 15:00

### 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

**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.

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#### Company Description