



PR/110129 | Admin - Accounting

## Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1581867

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

May 19th, 2026 04:00

## General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

**Job Description:**

**Job Title:** Admin Accounting/Office Clerk

**Job Location:** Bangalore

**Educational Requirements:** B.com degree, M.com, CA Inter, or CMA is a plus.

**Roles & Responsibilities:**

- Maintain day-to-day books of accounts using Tally ERP, including journal entries, ledger reconciliation, and bank reconciliation.
- Prepare and issue invoices (both domestic and international) in compliance with GST regulations.
- Process internal expense reimbursements and verify supporting documents.
- Handle payment entry processing net-banking portal.
- Assist in payroll processing and related statutory remittances. (PF, ESI, Professional tax)

**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