



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

June 16th, 2026 09:39

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)

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Company Description