



PR/110179 | Sr. Executive - Finance & Accounts

Job Information

Recruiter

JAC Recruitment India

Job ID

1583945

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 21st, 2026 15:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title: Sr. Executive - Finance & Accounts

Location: Bangalore

Key Responsibilities

1. Accounts & Compliance Support

- Manage Accounts Payable and Receivable, ensuring timely vendor payments, MSME compliance, and customer collections.
- Prepare sales invoices and maintain AP ageing and outstanding vendor reports.
- Process and execute bank payments accurately within timelines.

- Support cost accounting activities, including tracking and allocation of expenses.
- Prepare and post journal entries (accruals, provisions, prepaid expenses, amortization, etc.).

2. Tax Compliance

- Handle GST filing, GST notices, ITC reconciliation, and GST documentation.
- Manage TDS computation, deduction, payment, and return filing.
- Handle Income Tax and Transfer Pricing notices and perform 26AS and TDS reconciliations.

3. Fixed Asset Management

- Maintain the Fixed Asset Register, including additions, capitalization, depreciation, disposals, and physical verification.

4. Reconciliations & Month-End Closing

- Perform key reconciliations, support ledger scrutiny, and post journal entries.
- Assist in the preparation of MIS and financial reports.

Skills & Qualifications

- 6–7 years of experience in Accounting and Finance
- Proficiency in Tally ERP and MS Excel
- Knowledge of GST, TDS, and statutory compliance

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Company Description