



## 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**

June 2nd, 2026 03:00

### 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

**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