



PR/110440 | Finance & Accounting Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1599533

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:25

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

1. Accounting Operations

- Maintain books of accounts and general ledger (GL entries)
- Manage Accounts Payable (AP) and Accounts Receivable (AR)
- Perform bank reconciliations and cash flow tracking
- Support monthly, quarterly, and annual financial closing

2. Payroll & Employee-related Tasks

- Process employee payroll accurately and on time

- Prepare payslips and maintain payroll records
- Handle statutory deductions and related documentation (as applicable)

3. Tax & Compliance (India-specific)

- Calculate, file, and pay TDS (Tax Deducted at Source)
- Support GST-related processes (if applicable)
- Ensure adherence to statutory and tax compliance requirements

4. External Partner Coordination

- Act as the primary point of contact for accounting consulting firms
- Support audit and tax filing processes
- Prepare and provide necessary financial documents

5. Process Improvement

- Establish and improve accounting workflows and systems
- Contribute to building scalable finance processes in a startup environment.

Must have-Minimum 2 years of hands-on experience in accounting/finance

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Company Description