



PR/110455 | Manager- Accounts {Gurgaon}

Job Information

Recruiter

JAC Recruitment India

Job ID

1599545

Industry

Retail

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 21st, 2026 02:00

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

Accounting Operations & Financial Reporting: -

- Preparation of monthly MIS and analyzing the data to identify trends, variances and opportunities for improvement.
- Preparing financial statements, including balance sheet, income statements and cash flow statements and notes to accounts.
- Preparation of inventory reconciliation, AP reconciliation and expense reconciliation.
- Preparation of budget, forecast and financial projections.

Tax Compliance: -

- Preparation of GST tax returns like GSTR-1, GSTR-3B, GSTR-9 & 9C ensuring compliance with tax laws and regulations.
- Preparation of TDS data and depositing the same with the reconciliation of return.

Tax Matters: -

- Preparation of replies for tax matters related to GST and Income Tax and others.
- Preparation of replies for GST audit, and enquiries raised by the tax authorities.

Audits: -

- Preparation of data for statutory audit like financials, notes to accounts and accounting policies notes.
- Preparation of tax audit clauses working like 34A and 44 etc.
- Preparation of income tax return of the company with complete tax computation.

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Company Description