



PR/110507 | Accountant- Gurgaon

Job Information

Recruiter

JAC Recruitment India

Job ID

1600932

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 02:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description :

1. Accounting & Bookkeeping

- Record all day-to-day financial transactions accurately in the accounting system.
- Manage general ledger, journal entries, and account reconciliations.
- Maintain books of accounts as per Indian GAAP/Ind AS.
- Handle accounts payable, accounts receivable, and vendor payments.

2. Month-End & Year-End Closing

- Assist in monthly and annual book closure activities.
 - Prepare trial balance, profit & loss account, and balance sheet schedules.
- Ensure timely posting and review of all accruals and provisions.

3. Taxation & Compliance

- Prepare and file GST returns (GSTR-1, GSTR-3B, GSTR-9) and TDS returns.
- Ensure compliance with Income Tax, Professional Tax, and PF/ESI regulations.
- Support in preparation of audit schedules and liaise with statutory/internal auditors.

4. Bank & Cash Management

- Perform daily bank reconciliation and maintain cash flow records.
- Coordinate with banks for payments, fund transfers, and other transactions.

5. Reporting & MIS

- Prepare monthly MIS reports, expense statements, and other management reports.
- Provide data and analysis for budgeting and cost control purposes.

6. Coordination & Support

- Work closely with other departments to ensure proper accounting of transactions.
- Assist Accounts Manager in finalization of accounts and audit-related tasks.

Qualifications & Experience:

- Education: B.Com / M.Com / Inter CA (preferred).
- Experience: 6–10 years of accounting experience.
- Knowledge of:
 - oTally ERP / SAP / Oracle or similar accounting software
 - oGST, TDS, and Income Tax compliance
 - oExcel (Pivot, VLOOKUP, reconciliation tools)
 - oBasic knowledge of Ind AS and Companies Act

Key Skills:

- Strong attention to detail and accuracy.
- Good communication and analytical skills.
- Ability to meet deadlines and handle multiple priorities.
- Integrity and professional ethics.
- Problem-solving and coordination skills.

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Company Description