



PR/110545 | Accounts Executive

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1602484

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 01:00

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

Key Responsibilities:

- Prepare, review, and process sales invoices accurately, ensuring all supporting documentation and statutory requirements are met.
- Handle GST-related accounting activities, including verification, reconciliation, and compliance of sales transactions for the business.
- Reconcile customer accounts, track outstanding payments, and coordinate with internal teams for invoice-related queries.
- Maintain accurate accounting records, MIS reports, and documentation related to invoices, taxes, and financial transactions.
- Assist in month-end closing activities, audits, and ensure adherence to company policies and applicable tax regulations.

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Company Description