



PR/110548 | Accounts Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1603155

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 1st, 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.
- 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.
- Handle GST-related accounting activities, including verification, reconciliation, and compliance of sales transactions for the business.

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.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

Company Description