

PR/110957 | Assistant Manager - Accounts & Finance

Job Information

Recruiter
JAC Recruitment India

Job ID
1623974

Industry
Automobile and Parts

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 10 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Job Title - Assistant Manager - Accounts

Location - Bawal, Haryana

Job Description -

- GST applicability, calculation, reconciliation, and timely payment.
- TDS applicability, calculation, and timely payment.
- Recording and maintenance of fixed assets.
- Calculation and passing of provision entries.
- Handling sales-to-branch transfer activities.

- Managing month-end closing activities.
- Preparation of monthly payment sheets and execution of net banking payments for suppliers and service providers.
- Preparation and drafting of monthly MIS reports.
- Maintaining monthly sales, purchase and stock data.
- Coordination with finance consultants as and when required.
- Coordination and support during internal reviews and statutory audits.

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Company Description