



CR/109760 | Accounts & Finance Executive

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1561470

業種

物流・倉庫

雇用形態

契約

勤務地

インド

給与

経験考慮の上、応相談

更新日

2025年10月14日 10:44

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

We are looking for an Accounts & Finance candidate for our Bangalore (Kodihalli) location. The role will be on a contract basis for the first year, and based on performance, the candidate may be converted to a permanent employee.

Preference: Male candidates.

Job Description: Accounts & Finance Executive

We are seeking a highly motivated and detail-oriented Accounts Executive who can take care of accounts and finance needs. The ideal candidate will have a strong command of end-to-end accounting processes, with a specific focus on GST, TDS, payments, and ledger management. This role requires someone who is proactive, organized, and capable of managing all financial tasks efficiently and independently.

Key Responsibilities

- **GST Activities:** Handle all aspects of Goods and Services Tax (GST), including data entry, filing of GST returns (GSTR-1, GSTR-3B, GSTR-6, etc.), ensuring compliance with all GST regulations, amendments, and new registrations.
- **TDS Compliance:** Manage all aspects of Tax Deducted at Source (TDS), including the timely deduction and payment of TDS.
- **Quarterly Filings:** Prepare and file quarterly TDS returns (Form 24Q, 26Q, etc.) accurately and on time through the TRACES and Income Tax portals.
- **26AS Reconciliation:** Conduct regular reconciliation of TDS payments with Form 26AS to ensure all tax credits are properly reflected and to identify and resolve any discrepancies.
- **Payments:** Process and manage employee salaries, and all vendor and supplier payments. This includes preparing payment vouchers, processing bank transfers, and reconciling payment records with invoices.
- **Ledger Reconciliation & Bookkeeping:** Conduct regular reconciliation of ledgers, including bank accounts, vendor accounts, and customer accounts. Identify and resolve any discrepancies in a timely manner. This also includes bookkeeping and following up with customers and vendors.
- **Invoice Preparation:** Prepare and issue accurate invoices to clients, ensuring all billing details are correct and submitted in a timely fashion.
- **Financial Reporting & Month-End Closing:** Assist in the preparation of monthly, quarterly, and annual financial reports. Provide support for month-end closing and assist the team with books finalization to ensure all financial considerations are properly addressed.

Skills and Qualifications

- A bachelor's degree in accounting, finance, or a related field.
- Proven 4+yrs experience in a similar account's role with a strong focus on GST and TDS.
- Strong knowledge of accounting principles and practices.
- Proficiency in Tally software and Microsoft Excel.
- Excellent attention to detail and a high level of accuracy.
- Strong organizational and time-management skills.
- Ability to work independently and as part of a team.

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>

会社説明