



PR/110129 | Admin - Accounting

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

1581867

業種

その他（商社）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2026年03月24日 07:00

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

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

Job Description:

Job Title: Admin Accounting/Office Clerk

Job Location: Bangalore

Educational Requirements: B.com degree, M.com, CA Inter, or CMA is a plus.

Roles & Responsibilities:

- Maintain day-to-day books of accounts using Tally ERP, including journal entries, ledger reconciliation, and bank reconciliation.
- Prepare and issue invoices (both domestic and international) in compliance with GST regulations.
- Process internal expense reimbursements and verify supporting documents.
- Handle payment entry processing net-banking portal.
- Assist in payroll processing and related statutory remittances. (PF, ESI, Professional tax)

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.

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会社説明