



PR/110179 | Sr. Executive - Finance & Accounts

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

1583945

業種

物流・倉庫

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06月02日 03:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

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 Title: Sr. Executive - Finance & Accounts

Location: Bangalore

Key Responsibilities

1. Accounts & Compliance Support

- Manage Accounts Payable and Receivable, ensuring timely vendor payments, MSME compliance, and customer collections.

- Prepare sales invoices and maintain AP ageing and outstanding vendor reports.

- Process and execute bank payments accurately within timelines.

- Support cost accounting activities, including tracking and allocation of expenses.
- Prepare and post journal entries (accruals, provisions, prepaid expenses, amortization, etc.).

2. Tax Compliance

- Handle GST filing, GST notices, ITC reconciliation, and GST documentation.
- Manage TDS computation, deduction, payment, and return filing.
- Handle Income Tax and Transfer Pricing notices and perform 26AS and TDS reconciliations.

3. Fixed Asset Management

- Maintain the Fixed Asset Register, including additions, capitalization, depreciation, disposals, and physical verification.

4. Reconciliations & Month-End Closing

- Perform key reconciliations, support ledger scrutiny, and post journal entries.
- Assist in the preparation of MIS and financial reports.

Skills & Qualifications

- 6–7 years of experience in Accounting and Finance
- Proficiency in Tally ERP and MS Excel
- Knowledge of GST, TDS, and statutory compliance

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