



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04月21日 15:00

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

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会社説明