



## PR/110440 | Finance & Accounting 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

1599533

#### 業種

化学・素材

#### 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26日 11:25

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

日常会話レベル

#### 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

#### 1. Accounting Operations

- Maintain books of accounts and general ledger (GL entries)
- Manage Accounts Payable (AP) and Accounts Receivable (AR)
- Perform bank reconciliations and cash flow tracking
- Support monthly, quarterly, and annual financial closing

#### 2. Payroll & Employee-related Tasks

- Process employee payroll accurately and on time

- Prepare payslips and maintain payroll records
- Handle statutory deductions and related documentation (as applicable)

3. Tax & Compliance (India-specific)

- Calculate, file, and pay TDS (Tax Deducted at Source)
- Support GST-related processes (if applicable)
- Ensure adherence to statutory and tax compliance requirements

4. External Partner Coordination

- Act as the primary point of contact for accounting consulting firms
- Support audit and tax filing processes
- Prepare and provide necessary financial documents

5. Process Improvement

- Establish and improve accounting workflows and systems
- Contribute to building scalable finance processes in a startup environment.

Must have-Minimum 2 years of hands-on experience in accounting/finance

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会社説明