



PR/110545 | Accounts 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

1602484

業種

自動車・自動車部品

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08月25日 01:00

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

Key Responsibilities:

- Prepare, review, and process sales invoices accurately, ensuring all supporting documentation and statutory requirements are met.
- Handle GST-related accounting activities, including verification, reconciliation, and compliance of sales transactions for the business.
- Reconcile customer accounts, track outstanding payments, and coordinate with internal teams for invoice-related queries.
- Maintain accurate accounting records, MIS reports, and documentation related to invoices, taxes, and financial transactions.
- Assist in month-end closing activities, audits, and ensure adherence to company policies and applicable tax regulations.

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