



PR/110548 | 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

1603155

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09月01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.
- 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.
- Handle GST-related accounting activities, including verification, reconciliation, and compliance of sales transactions for the business.

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会社説明