

Accounts and Compliance Executive

Location: Mumbai_Andheri East

Experience: 5 to 8 years

Industry: System Integration / IT Hardware / AV / Networking / IT Solutions

Employment Type: Full-time

Job Summary:

We are seeking an experienced Accounts & Compliance Executive to manage our financial operations and ensure adherence to statutory and regulatory requirements. The ideal candidate will have a strong background in accounting, taxation, statutory filings, and compliance management, along with attention to detail and strong analytical skills.

Key Responsibilities:

Accounts:

- Manage day-to-day accounting operations, including journal entries, ledger maintenance, and reconciliations.
- Prepare and maintain financial statements, MIS reports, and cash flow statements.
- Handle accounts payable/receivable and vendor reconciliations.
- Ensure accurate TDS, GST, and other tax calculations and filings.
- Support in budgeting, forecasting, and variance analysis.

Compliance:

- Ensure compliance with statutory requirements (GST, TDS, PF, ESI, PT, ROC, etc.).
- Maintain proper documentation for audits and regulatory inspections.
- File statutory returns and coordinate with consultants/auditors for compliance matters.
- Keep track of changes in laws, regulations, and accounting standards.
- Assist in internal and statutory audits and ensure timely closure.

Skills & Competencies:

- Strong knowledge of accounting principles and Indian taxation laws.
- Proficiency in Tally ERP, MS Excel, and accounting software.
- Good understanding of compliance frameworks and statutory requirements.
- Excellent organizational and time-management skills.
- Strong analytical and problem-solving abilities.
- Attention to detail and accuracy in work.