

Accounts

Location: Mumbai

Experience: 2 to 5 years

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

Employment Type: Full-time

Job Responsibilities

- Knowledge of day to day accounting data entries is must.
- To raise sales orders and invoices. Should be familiar with the concepts of E-Invoicing and E-way Bills.
- To book purchase invoices and Goods Receivable Notes (GRN).
- To perform reconciliation of general ledgers.
- To carry out TDS and GST calculations on monthly basis.
- To undertake TDS bookings on daily basis.
- Manage reimbursements of the company as well as the employees.
- Posting expenses in the accounting software.
- Handling petty cash of the company.
- Knowledge of HSN/SAC codes.
- Collaborate with other departments to ensure billing accuracy
- Prepare, maintain and submit miscellaneous weekly/monthly reports to the management.

Requirements:

- Graduate (B.com/BAF will be preferred)
- Excellent knowledge and hands-on experience on MS Excel and Tally Software.
- Good Communication Skills
- Strong analytical and problem solving skills
- Attention to detail

Preferred Qualifications:

- Prior experience in a System Integration, IT Distribution, or Technology Solutions company.