

Job Description (Sr. Account Executive / Assistant Manager / Manager):

Job description

- Position – Sr. Account Executive/ Assistant Manager / Manager
- Base Location – Ashram Road, Ahmedabad
- Experience: Min 5 years
- Education: B.Com/M.Com/MBA/Inter CA/CMA
- Industry: Any Industry – Preferable candidate from retail industry
- Reporting: Account Manager / CFO
- Pay Scale: 20000 to 40000

Job Overview:

We are seeking an experienced and detail-oriented Senior Accountant to join our company. The ideal candidate will be responsible for managing and overseeing the daily accounting functions of the company. The Senior Accountant will also be responsible for developing and maintaining financial reports, ensuring compliance with accounting standards and tax regulations, and managing the company's financial records.

Roles and Responsibilities

- Prepare and manage financial statements, budgets, and forecasts.
- Oversee the day-to-day accounting functions of the company, including accounts payable, accounts receivable, and general ledger.
- Ensure compliance with accounting standards and tax regulations.
- Prepare and file tax returns and other required financial reports.
- Manage and maintain the company's financial records and accounting software.
- Provide financial analysis and reporting to senior management.
- Develop and implement accounting policies and procedures.
- Cooperation with bank regarding banking operation and other issues.
- Manage and train accounting staff as necessary.

Desired Candidate Profile

- Bachelor's degree in accounting, Finance, or related field required.
- Minimum of 5 years of experience in accounting or finance
- Strong knowledge of accounting principles and practices.
- Excellent communication, interpersonal, and analytical skills.
- Experience with accounting software.
- Ability to manage multiple tasks and deadlines in a fast-paced environment.
- Strong organizational skills and attention to detail.

Role: Accounts Manager

Industry Type: Any Industry – Preferable candidate from retail industry

Department: Finance & Accounting

Employment Type: Full Time, Permanent

Role Category: Accounting & Taxation

Education

PG: B.Com, M.Com, ICWA (CMA) in Any Specialization, Inter CA, MBA/PGDM in Finance

Key Skills

Skills highlighted with preferred keys skills:

Compliance taxation

financial analysis

accounts receivable

Finalisation accounts payable

Return Filing

financial reporting

GST Return

TDS Return