

ACCOUNTANT (UNISEX) - 1 Nos
Location - Budaun, Uttar Pradesh

- * Required Experience - 03-05 years of relevant hands-on accounting experience
- * Education Qualification - Bachelor's degree in commerce or equivalent
- * Additional Qualification - Master Degree in Business, Finance, Marketing, Management, Education, MBA, Accountancy.
- * Skills & Competencies -
 - Computer applications such as Ms office.
 - Accounting Software(s) and Tally.
 - Understanding of accounting and financial processes
 - Strong analytical, communication
- * Responsibilities -
 - Maximizing fund utilization. Liaising with statutory auditors. Conducting tax audits and planning
 - Handling additional tasks as needed. Monitoring revenue, billings, and receivables
 - Assisting management by preparing budgets and financial forecasts. Recording, managing, and maintaining accurate day-to-day financial transactions.
 - Ensuring compliance with accounting and financial regulations. Compiling, analysing, and reporting financial data, including balance sheets and profit & loss statements. Presenting data to managers, investors, and stakeholders.
 - Conducting audits and resolving discrepancies. Handling tax computations. Keeping up-to-date with finance and accounting laws.
 - Managing purchase orders, invoices, and payments. Preparing financial statements and reports. Reconciling banking transactions. Coordinating audits, both internal and external. Handling additional tasks as needed. Monitoring revenue, billings, and receivables. Supervising vendor payments, reconciliations, and regular bank transactions.