



<b>Job Title Requirement:</b>	Accounts Associate
<b>Department</b>	Accounts & Finance (Electronics)
<b>Reporting:</b>	Sr. Accountant/Accounts Manager

We are hiring candidate with strong knowledge in Accounts payable, Accounts receivable, Bank Reconciliation, LC, knowledge of Taxation, MIS reporting, Statutory , Cost Analysis, Accounts Audit , Co-ordination with CA for Finalisations.

**Job Role:**

- Provision of Expenses, AP & AR Reports clearance
- NON PO - Purchase invoice booking
- Free Text Sales/Purchase Invoice booking
- Internet Banking, Bank Documentation, Online Vendor Payment, Online/ Offline Tax Payments
- Credit Card Payment, Statement reconciliations
- Bank Payment/Receipt Posting Reconciliations
- Ledger Reconciliation.
- Expenses Approval. Email communications
- Petty Cash handling, Filing Documents
- Monthly Invoice Working in Excel-VLOOKUP/Pivot
- Accounting entries in Personal finalisation

**Qualifications:**

- Work experience in Accounts/Financial
- Good written, verbal, and interpersonal communication skills.
- Familiar with email outlook usage and MS office. Advance excel
- Ability to handle accounting process details independently and direct Jr. level team as well
- B. Com or equivalent or higher academic qualification in Finance& Accounts