

JD for Accountant:

We are looking for an experienced accountant to join our finance team. As an accountant, you will be responsible for handling general accounting functions such as reconciling accounts, preparing financial statements, recording transactions, and conducting audits.

Roles and Responsibilities:

- Prepare and examine financial records, financial statements, taxes, accounting journals and ledgers
- Conduct internal audits to review records for accuracy and compliance with established accounting standards and procedures
- Analyze business operations, trends, costs, and revenues to guide business leaders in making sound financial decisions
- Manage accounts receivable and accounts payable
- Ensure timely bank reconciliations
- Prepare balance sheets, profit and loss statements, cash flow statements and other reports
- Review and recommend modifications to accounting systems and procedures
- Assist with budget preparation and cost control
- Prepare and file taxes
- Coordinate with external auditors during audits

Requirements:

- Bachelor's degree in accounting, finance or related field
- At-least 2 years of experience as an accountant
- Proficiency in accounting software like Tally and Excel
- Strong attention to detail and good analytical skills
- Excellent written and verbal communication skills
- High ethical standards regarding confidentiality
- Ability to meet deadlines, prioritize tasks and work independently
- Knowledge of Indian accounting procedures and principles