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Finance and Accounts Executive

Description

Assiduss Global is looking for a passionate Accounts Executive for the growing team. Job Location for this role is Bangalore. This person will be responsible to handle Invoice and Handling the clients.

E-mail your resume at hr@assiduous.in

Hiring organization

Assiduous Global INC

Job Location

Bangalore, India

Date posted

October 17, 2022

Responsibilities

1. Has to prepare an invoice for the clients.
2. Has to follow up for the payments
3. Has to assist the current person for accounting purposes.
4. Working on monthly GST.
5. Payment follows up by telephonic & mailing
6. Banking works like a Cheques issue for clearing Cash Deposit, NEFT, and RTGS
7. Handling to Day-to-Day Accounting
8. Prepare Salary Statement, PF Account, Worker Salary, Daily wages for Worker
9. Finalisation of Accounts, Statement of Accounts, Debtors Controls Accounts, Buffer Accounts, Balance sheet Statement, Consumption Charts, Trails Balance, work, Scrutiny of Desperation, Fixed Assets.
10. Tally ERP .

What are we looking for?

1. Any Graduate and/or Post Graduate degree in Accounting a field. Or a CA/ CA intern
2. Should have strong knowledge on Accounting and GST. .
3. 2+ Years of experience in accounting
4. Excellent written and verbal communication
5. Ability to manage time efficiently
6. Strong work ethics
7. Good command over Tally and MS Excel