**Job description**

**Position : Accounts - Executive**

Experience : 5-10 years

Qualification : B. Com

Salary : 3.6 – 4.2 Lakhs/Per Annum

**Responsibilities: -**

* Maintenance of Books of Accounts, BRS, Preparation of Financial Statement & Finalization of Accounts
* Service Tax Calculation, monthly deposit & Return
* Finalization of Balance Sheet
* Maintain all records like Vouchers, Receipts, Bills, and Payments.
* Calculation of GST & TDS.GST monthly, quarterly and Annual Return. GST input credit
* Reconciliation of Sundry Debtors/Creditors.
* Handling petty Cash Records.
* Banking works like a Cheques issue for clearing Cash Deposit, NEFT and RTGS, etc.
* Handling to Day-to-Day Accounting.
* Prepare Salary Statement, Employee Salary, P.F, E.S.I, P. Tax etc, monthly Annual Return
* Finalization of Accounts, Statement of Accounts, Debtors Controls Accounts, Buffer Accounts, Balance sheet Statement, Trail Balance.
* Managing day-to-day Office Administration.

**Personal Attributes: -**

* Candidate should have good communication skills (written and verbal).
* Good Co-ordination, excellent organizational and time management skills.
* Internet skills including use of e-mails.
* Have a reasonable command over English language.
* Smart worker and a team player.