

JAIPURIA INSTITUTE OF MANGEMENT, JAIPUR

JOB DECSRIPTION

Job Title (Designation) : Sr. Executive/Assistant Manager –Accounts

Job Roles and Responsibilities:

- Calculating taxes and submitting tax & TDS returns to comply with the law
- Auditing financial documents to ensure they are accurate and maintaining the confidentiality of the financial data
- Suggesting financial policies and procedures based on the overall financial status of the organisation
- Managing the company's accounts to ensure on-time payment and overseeing the software system for financial needs
- Maintain the privacy of financial information, and when necessary, backup databases
- Rectify any anomalies or inconsistencies they discover in the company's financial document
- Assess accounting software applications and accounting control procedures
- Make and evaluate the organisation's year-end financial accounts
- Compose budget forecasts
- GST Work Knowledge.
- Data Entry in Tally and take care of receivable & payables.

Technical Proficiency:

- MS Office – Excel, Word
- Tally

Experience : 0-5 years

Job Location : Jaipur

Gender : Female/Male

Job type : ON Roll

Educational Requirement : M.Com.