



Hiring for Senior Executive– Accounts

Experience: minimum 3 years

Location: Jaipur

Roles & Responsibilities:

- 1) Maintain books of accounts, ledgers, and financial records accurately.
- 2) Handle GST compliance including return filing (GSTR-1, GSTR-3B) and reconciliation.
- 3) Prepare and review tax computations, TDS, and other statutory deductions
- 4) Manage accounts payable and receivable processes
- 5) Perform bank reconciliations and monitor cash flow
- 6) Generate invoices, purchase entries, and expense tracking
- 7) Assist in preparation of financial statements and reports
- 8) Ensure compliance with local taxation laws and regulatory requirements
- 9) Coordinate with auditors, tax consultants, and internal stakeholders
- 10) Maintain proper documentation and filing of financial records.

Required Skills & Qualifications:

- 1) Bachelor's degree in commerce (B. Com) or related field
- 2) Strong knowledge of GST, TDS, and Indian taxation laws
- 3) Proficiency in Tally (Tally ERP / Tally Prime)

