

Job Description

Job Role	Sr. Accountant
Sub Team	G&A
Location	New Delhi
Experience Required	3 - 4 years
Job Purpose	Accounting/AR/AP
Tags#	#Accounting #MIS #Payroll #Liasoning #PF etc
Job Responsibilities	<ul style="list-style-type: none"> ● Accounting entries up to Finalisation of accounts . ● Preparation of profit & Loss a/c & balance Sheet in revised Schedule VI ● Handling day to day Entry of cash & Bank transactions ● Passing journal entries ● Branch Accounting ● Ledger scrutiny ● TDS calculation & online payment & E-TDS filing ● Preparation of depreciation statement as per ROC & I Tax ● Preparation of Bank reconciliation statements ● Handling Accounts Payables & receivables ● Booking of all expenses ● Tax Compliance ● PF , PT & ESIC calculation & payment ● Purchase Entries ● Liaison With banks & Auditors
Skills Required	<ul style="list-style-type: none"> ● CA ● At least 3 yrs exp. ● Extensive exp. in finance. ● Excellent communication & presentation skills ● Excellent in number crunching & excel ● Ability to coordinate with varied teams
Education Qualification	<ul style="list-style-type: none"> ● CA ● MBA (Finance)
Age bracket	24-28
Working Conditions	Monday to Friday with 1st Saturday Working