

### Job Description

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