



PR/108795 | Executive – Finance & Accounting {Gurgaon}

## Job Information

### Recruiter

[JAC Recruitment India](#)

### Job ID

1504873

### Industry

Other (Manufacturing)

### Job Type

Permanent Full-time

### Location

India

### Salary

Negotiable, based on experience

### Refreshed

November 19th, 2024 11:13

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Business Level

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

No permission to work in Japan required

## Job Description

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#### **Executive - Finance & Accounting {Gurgaon}**

- Recording of Purchase Invoice Includes Both Local and overseas.
- Preparation of Purchase orders for all the Locations.
- Preparation of E-invoice
- Updating Bank Entry in Tally and Reconciliation of the same with the Bank Statement
- Booking all the expenses and reimbursement bills
- TDS deduction and preparation of Data regarding TDS.
- GST Return GST 1 and GST 3B preparing.
- Assisting in Audit for retrieving the document
- Reconciliation of Customer as well as Vendor statements.
- Discipline & Punctuality is a must, work and submit documents in a timely manner.
- Follow the compliance rules.
- Guard the internal information / internal data.

#### **Requirements:**

- **Education:** Any degree related to accounting.
- **Experience:** Proven experience (2~5 years) in Accounts & Finance, with a strong understanding of accounting

systems.

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Company Description