



PR/108796 | Assistant Manager - Finance & Accounting {Gurgaon}

Job Information

Recruiter

JAC Recruitment India

Job ID

1513752

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

January 21st, 2025 22:00

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

Job Description
Assistant Manager - 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 (4-8 years) in Accounts & Finance, with a strong understanding of accounting systems.
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Company Description