



PR/108949 | Accountant

Job Information

Recruiter

JAC Recruitment India

Job ID

1515407

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

March 25th, 2025 11:01

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 Title: Accountant

Job Location: Gurgaon

Key Responsibilities:

Accounting

- Process transactions, liaise with banks, and finalize annual accounts.
- Coordinate audits and improve accounts receivable systems.
- Manage payables/receivables, payroll, and utilities.

- Report financials to Japan H.O. and resolve related queries.
- Conduct variance analysis and maintain daily transaction records.
- Regularly update bank reconciliations.

Taxation

- Implement GST regulations and prepare monthly returns.
- Handle compliance procedures and file TDS/TCS returns quarterly.
- Ensure timely compliance with accounting and government deadlines.

Administration and HR

- Develop policies for A/R, A/P, and reconciliation processes.
- Implement vendor registration and assess terms/conditions.
- Manage advance payments, bank guarantees, and inventory records.
- Liaise between management and employees to improve relations.
- Process new hire paperwork.

Job Qualifications:

- Experience in Trading companies
- Experience of Tally is preferable

Company Description