



PR/109111 | Accounts Assistant

Job Information

Recruiter

JAC Recruitment India

Job ID

1523223

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

March 25th, 2025 17:00

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 Responsibilities:

- Recording all transactions like vendor invoices, cash vouchers, receipts, and payments
- Preparing bank reconciliations
- Reconciling sundry debtors & creditors
- Vendor/customer balance confirmation
- Assisting the Accounts Manager
- Filing TDS returns and payments
- Participating in financial audits

- Tracking bank deposits and forward contracts
- Supporting month-end and year-end close processes

Company Description