



PR/108949 | Accountant

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1515407

業種

その他（商社）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2025年03月25日 11:01

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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

会社説明