

**PR/109141 | Sr. Executive / Assistant Manager- Accounts****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

1525424

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11日 10:14

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:** Sr. Executive/Assistant Manager-Accounts**Location:** Delhi**Company Overview:** Opening with one of the leading Japanese Trading organizations having their Head Office in New Delhi.**Job Overview:**

The individual will be responsible for managing and coordinating various accounting functions, including logistics coordination (Purchase, Sales, Expense, Rent, and others)

Job Responsibilities:

- Oversee and manage the general accounting functions, including, but not limited to accounts payable, accounts receivable, general ledger, and taxes.
- Coordinate with logistics teams to ensure accurate and timely processing of purchase orders, sales invoices, expense reports, and rental agreements.
- Conduct monthly, quarterly, and annual closing activities.
- Monitor and manage cash flow, budgeting, and forecasting.
- Ensure accurate and timely financial reporting.
- Collaborate with internal and external auditors to ensure successful audit results and compliance.

Job Requirements:

- Bachelor's degree in accounting, Finance, or a related field.
- 5-7 years of accounting experience in the trading or manufacturing industry.
- Strong knowledge of accounting principles and practices.
- Proficiency in accounting software - SAP (Mandatory)

会社説明