

Job Description for Junior Accountant

Job Requirements:

Facilitating and improving the financial practices and procedures within a company or organization. Ensuring an employer's adherence to financial regulations and legislation

Job Requirements:

- Management of all accounting related activities using TALLY/Quickbooks.
- Payment, Reimbursement processing and sharing of payment advise to vendors/ creditors etc.
- Filing bills, invoices, and all financial documents and maintaining all relevant records.
- Other accounting activities - cash management, bank reconciliation, invoicing, debtors & creditors management, file work, basic accounting, managing day to day transactions, bookkeeping, etc.
- Management & Tracking of payments towards fixed monthly overheads on time.
- Stock management
- Vendor management
- Other admin related activities

Mandatory Requirements:

- Graduation from a reputed university.
- A minimum of 2-3 years' experience in accounts handling and books preparation.
- Expert in accounting software (Tally). Knowledge of Quickbooks an asset.
- Good knowledge of MS Office
- Good oral and written communication skills in English
- Preferably from Delhi/NCR (work from office).

Job Location: Noida

Drop your resume - Hr@indipaisa.com