

Job Description- Senior Accounts Executive

Experience- min 1 Year

Qualification- CA/CA(Inter)

Location:- Noida Sector - 9

Senior Accounts Executive

- Managing and overseeing the daily operations of the accounting department.
- Finalization of Balance sheet and Profit & Loss Account.
- Preparation & filling of TDS Return and Preparation of MIS.
- Maintain day to day books of accounts in Tally.
- Maintain Bank Reconciliation Statement and Reconciliation of Debtors and Creditors..
- Calculation of Monthly GST & TDS filing return.
- Liaising with Statutory Auditors
- Liaising with Tax Consultants
- Dealing with Banks
- Working knowledge of Drafting and Pleading
- Interpretation and representation skill
- Updated with latest amendments and provisions of relevant statute.

Skills-

- Can Supervise and lead team
- Advance Excel Knowledge with all function and Formulas (V Lookup, H Lookup, Pivot Table, Index, Match, Count, Sum, Average).
- Communication Skill
- Can cope-up in challenging times..