

JOB DESCRIPTION

Job Title	: Accountant Cum Office Administrator
Experience	: 1 to 3 yrs.
No. of Vacancies	: 1.
Job Location	: Nagpur.

Job Brief:

Overall responsibility for accounts and finance with particular emphasis on daily books of accounts, taxation, banking, auditing and related aspects. Additionally, the responsibility includes day-to-day administration cum HR activities like salary, payroll, recruitment, induction, leave management, etc.

Candidate Profile:

Dynamic, young individuals capable of working in close knit teams and having a flair for English correspondence preferably from commerce background. Candidates should be flexible in approach to work and extremely dedicated and result oriented. She/he should have excellent time management skills and should be a quick learner.

Skills & Experience Required:

- Working knowledge of all processes related to day to day accounts and bookkeeping
- Advanced knowledge of GST, TDS, etc.
- Ability to work on Tally, MS Excel, etc.
- Attention to detail & good record keeping skills are mandatory.
- Experience as an Article in a well-established CA firm would be an added advantage

Education Requirement

1. Degree in commerce /management with Accounts as one of the major subjects
2. Preference will be given to candidates who have cleared at least one Group of CA/ICWA examination



Responsibilities:

- Maintain daily books of accounts and record all financial transactions on a real time basis
- Prepare, check and verify each and every invoice that is sent by the company to its clients
- Check, verify and monitor all invoices raised by the Principals and ensure all are duly approved prior to making any payments
- Ensure all data is recorded and updated in all relevant software's like Goldmine, Teams, etc.
- Submit all daily, weekly, monthly, quarterly reports as required by the higher ups.
- Prepare, examine & analyze accounting records, financial statements & other financial reports to access accuracy & completeness.
- Prepare budget & financial forecast.
- Conduct month end & year-end close process.
- Compute taxes and prepare tax returns, balance sheet, profit & loss statements etc.
- Develop periodic reports for management.
- Audit financial transactions & accounting.
- Ensure all vendors, suppliers, etc are paid within due dates.
- Prepare ageing reports of all pending reports and submit the same to higher ups.
- Ensure proper petty cash management in the office and report any extraordinary expenses to the higher ups
- Monitor daily attendance (including timings) of all the employees and record the same in the attendance files
- Prepare monthly salary sheet and disburse salary as per norms
- Ensure that the overall office premises are well kept and maintained properly
- Record leaves availed by all employees as per the leave policy and take appropriate actions on leaves availed
- Initiate all recruitment activities as and when required and enable the process of selection of appropriate candidates for the company
- Ensure all records like employee files, leave cards, etc. are maintained properly
- Conduct all employee engagement activities as and when required

Salary Budget: Depends on the Candidate's potential as well as current salary.

Send your updated CV with 'Job Title' in subject of your email at hr@datacodeintl.com