

## **JOB DESCRIPTION**

<b>Position:</b> Accounts Executive	<b>Department:</b> Accounts & Finance
<b>PQE:</b> 2-5Years	<b>Location:</b> Delhi

### **Desired Profile**

We are looking for a competent Accounts Executive who has a learning attitude and team player abilities. Candidate must be presentable, possessing good communication skills, organized and should be flexible in long working hours. Must have technical skills are; outstanding knowledge of Tally and Microsoft Office Applications.

### **Responsibilities**

- Expense voucher preparation, book keeping in Tally and BRS
- Vouchers verification received from various branches
- Preparation of time sheets, invoices and monthly billing accrual to clients
- Following-up with clients for payments and reconciliation of client ledger account
- Petty Cash management of different branches
- Vendor bills verification and payment process
- Preparation of monthly TDS and GST challans. Data entry into TDS software and preparation of TDS returns quarterly.
- Preparation of GST return monthly/quarterly
- Preparation and issuance of TDS certificates to employees and vendors.