



Job Title: Associate Accountant

Education: M. Com or CA Inter

Experience: 3 to 5 Years

Reporting to : Prakash Paharia, Controller

Accountant- Associate Accountant

- End to End AP management – AP posting, payment & its posting
- End to end AR management – AR accounting, reconciliation, following up with sales for Withholding Tax Certificates
- Employee expense claim processing, settlement of claims and its posting in ERP
- Intercompany reconciliation
- Preparation of monthly Bank reconciliation statements
- Tax payments, reconciliations, and tax return filing as per due date
- Payroll processing & posting entries in ERP
- Support team in Monthly book closing.
- Support team in statutory, internal & Global audits
- Preparation of various Ad hoc reports as per management requirements
- Compliances of internal financial control and procedures
- Global VAT reconciliation
- Knowledge of MS Office & working knowledge in ERP
- Ability to work collaborately across immediate team and extended team
- Ability to manage priorities and meet deadlines