

Job Description of Accounts Executive

- **Post: Accounts Executive**
- **No of Post:** 1 No.
- **Location:** - Mumbai
- **Qualifications Required:-** Post Graduate in Commerce with not less than 50% mark
- **Experience:** 1 to 3 years of expenses recognized organizations/PSU/Private Company.
- **Remuneration :** Between Rs. 25000/- to Rs.30,000/- Per Month
- **Contract Period-** 3 Years.

Principle Responsibilities:

- Generating invoices in accounting software on a day-to-day
- Basis Reconciliation of Accounts payable & Receivables
- Maintain all the records & files in a proper manner
- Processing bill payments & documentations thereof.
- Ability to keep documents and data well organized.
- Basic knowledge of GST, TDS & other accounting terms.
- Good command over MS-Excel & MS-Word
- Good understanding of accounting principles
- Any other responsibility assigned by the management