

## Job Description of Sr. Accounts Executive

- **Post: Sr. Accounts Executive**
- **No of Post:** 1 No.
- **Location:** - Mumbai
- **Qualifications Required:-** B.Com (M.Com / CA or CMA Inter preferred)
- **Experience:** 3 to 5 years of expenses recognized organizations/PSU/Private Company.
- **Remuneration :** Between Rs. 35,000/- to Rs.50,000/- Per Month
- **Contract Period-** 3 Years.

### Principle Responsibilities:

- Responsible for day to day Accounts operations
- Reconciliation of Accounts payable & Receivables
- Processing bill payments & documentations thereof.
- Preparation of Budget and MIS
- Bank Reconciliation Statements
- Any other responsibility assigned by the management