

Job Description of Account Assistant at Delhi Location

Department: Finance & Accounts
Accounts

Reports To: Head of

1. Accounting Operations (Tally ERP):

- KYC validation of vendor/customer.
- Record and maintain daily accounting transactions in Tally ERP (Tally prime).
- Manage ledger entries, bank reconciliations, journal entries, and trial balances.
- Ensure timely and accurate data entry and reporting.

2. Procure-to-Pay (P2P) Process:

- Handle end-to-end vendor invoice processing.
- Verify and record purchase invoices/other invoices in Tally.
- Manage payment cycles and ensure timely vendor payments.
- Coordinate with the procurement team to resolve invoice discrepancies.

3. Sales Order to Receivables (O2C) process:

- Sales order validation, billing accuracy, revenue recognition, credit risk assessment, collections.
- Monitors accounts receivable ageing prepares reports for management.

4. GST Compliance:

- Prepare and file monthly GST returns (GSTR-1, GSTR-3B).
- Reconcile Input Tax Credit (ITC) using GSTR-2A and GSTR-2B.
- Address mismatches and ensure timely correction of discrepancies.
- Stay updated with GST laws and ensure compliance.

5. Reconciliation:

- Perform monthly reconciliation of GSTR 2A and 2B with books of accounts.
- Identify mismatches and coordinate with vendors for corrections.

6. Document Management & coordination with Concurrent auditor

- Periodic physical audit of stocks in coordination with Concurrent Auditor
- Maintain organized records of all accounting, tax, and compliance documents.
- Ensure proper filing and archiving of financial documents for audits and inspections.

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Qualifications

- Bachelor's Degree in Commerce (B.Com) / M.Com.
- CA Inter / CMA Inter / MBA (Finance) preferred.

Experience

- 2–5 years of experience in Finance & Accounts, preferably in an export-oriented organization.
- Experience in handling branch accounting, GST, accounts payable & receivable

CTC: Rs. 5- 6 lacs

Employment Type: Full-Time.

How to apply:

Please find below the link to the Google Form for the above-mentioned job requirement. Kindly fill in the details and submit your application :

<https://docs.google.com/forms/d/e/1FAIpQLSdzQ3xtt4USfZxx-R4TaPYtm3loSIRYnkhZusf0UilZCWuW5A/viewform?usp=publish-editor>