

Darwin Platform Group of Companies

Job Description

Job Title : Accounts Executive
Reporting Line : Assistant Manager/Manager (Reporting line can be changed as per the requirement)
Direct Reportees : None

Roles and Responsibilities:

1. Job includes resolving queries right from the passing of journal entries to the finalization of the Balance Sheet.
2. It also includes giving solutions on various statutory compliances like Payroll, GST, FBT a host of other features.
3. Accounts Payable submissions.
4. Accounts Receivable follow-ups.
5. Processing Expenses & Payment for staff.
6. Bank Reconciliation.
7. Raise billing.
8. Day-to-Day Accounting.
9. GST & Taxation.
10. Processing of Bank Deposits.
11. Preparation of Cash Flow Schedule.
12. Response to Audit team.
13. Preparation of Accounting Report.

Desired Candidate Profile:

1. 1-3 years of experience.
2. Good object oriented analysis.
3. Strong knowledge SAP/Tally.
4. Must have good problem solving skills.

Educational Background:

- Qualification: B.Com / M.Com.
- BBA / MBA will be an added advantage.

Additional Pointers:

1. Should be open to transfer to any other group company/department/location on the basis of management requirement.
2. Should be open to take additional responsibilities apart from the current scope of work.