

Job Description

Website: <https://verveadvisory.com/>

Executive- Accounts

Qualification: Qualified Qualified CMA /CA Dropout /MBA Finance /M.com

1. Detailed role description:

- a. Preparing MIS Reports.
- b. Maintaining Cost Centers in Tally.
- c. Overseeing stock/inventory accounting in Tally.
- d. Preparing age-wise receivable/payable reports.
- e. Accounting for purchase & expenses invoice.
- f. Checking invoices against purchase orders
- g. Approving vendor payments.
- h. Taking care of legal compliance while making payments.
- i. Preparing sales invoices.
- j. Following receivables.
- k. Passing accounting entries on a daily basis
- l. Preparation of Various reports such as A/R, A/P, Estimates etc.
- m. Preparation of Tax Invoice in Domestic as well as foreign currency.
- n. Understanding accounting standards, principles.
- o. Month end closure of books.
- p. Standard email communication.

2. The quality in person looking for:

- a. Mandatory Qualities: Knowledge of Tally & Excel, Knowledge of financial
- b. Desirable Qualities: Good Communication & Presentation Skill

3. Technical Skill : Excel, Tally, Sap

Perks:

- Flexible working hours (UK & US timings)
- Work from home (Permanent)
- Fun working culture
- Quarterly Workation
- Opportunity to work with overseas clients.

Job Location: Virtual Office

Prerequisite: Own laptop and Strong wi-fi connection.