

JD:

Key Responsibilities:

1. Handle Accounts Payable processes including vendor invoice booking, bill verification, and payment processing.
2. Ensure compliance in GST, TDS, and other statutory accounting requirements.
3. Prepare and process debit/credit notes and support month-end closing activities.
4. Assist in internal audits, inventory verification, and control at the plant.
5. Support Group Company Accounting and inter-company reconciliations.
6. Maintain and update the Fixed Assets Register and support physical verification.
7. Coordinate with the corporate finance team for reporting and MIS requirements.

Desired Skills & Knowledge:

1. Sound understanding of accounting principles and financial controls.
2. Working knowledge of Accounts Payable, GST, TDS, and related compliances.
3. Proficiency in MS Excel and accounting software; exposure to SAP will be an added advantage.
4. Strong analytical skills and attention to detail.
5. Good communication and coordination abilities.

CTC : 6 to 9 Lacs

No. of Vacancy: 2

Ranpur, Botad, Gujarat : Place of Posting

Annual Turnover : 850 Cr

Auto-Component Manufacturing :Industry