

Designation: Accounting Specialist

Reports to: Assistant manager/ Engagement Manager

Experience and Education Requirements:

M.Com / CMA / CMA – Inter

- Strong communication skills
- 3 – 5 years of strong experience in GL, AR, AP, Reconciliations and Close Process; Prepare
- Monthly / quarterly P&L, BS, Cash Flows. Working Knowledge of GAAP
- Strong MS – Excel skills
- Demonstrated ability to work in a fast paced environment

Job Responsibilities may include:

- Manage AP & AR processes (Accounting, follow ups, payments & ageing analysis)
- Assist in monthly close processes.
- Payroll processing & accounting
- Sales invoice generations & revenue recognition
- Intercompany accounting & reconciliation and Fixed Assets accounting
- Regular client interactions

Other Details:

CTC Range: Upto INR 5.75 LPA (The salary structure includes Fixed Gross, Retention Bonus, Performance Bonus and Gratuity).

Any Bond Requirement: Selected Candidates will have to submit their Highest Qualification Mark sheet and certificates (entire set in originals) with us for a period of 2 years. The documents will need to be submitted at the time of offer.

Our office timings are 1:30 PM to 10:30 PM (March to November) and 2:30 PM to 11:30 PM (November to March)