

Position Vacant	Accounts (Executive)
Job Description / Responsibilities	<p>Accounting of day-to-day expenses, income, payment and receipts vouchers entries</p> <p>Processing of vendor/employee payments</p> <p>Correspondence with Bankers, Vendors, Clients, Income Tax dept, Auditors</p> <p>Monthly GST Compliance & Filing of returns</p> <p>Placing of FDs with Bank</p> <p>Monthly TDS Compliance & Filing of returns & Certificates</p> <p>Reporting of bank balances</p> <p>Reporting/monitoring of creditors ageing/balances</p> <p>Reporting & Submissions to the holding company</p> <p>Monthly Provision and closing entries</p> <p>Preparing Bank reconciliation</p> <p>Ledger scrutiny on monthly basis</p>
Job specific skills	<p>Good Verbal & written Communication skills (English)</p> <p>Experience contributing to Process Improvement & good at coordination with other departments</p> <p>Knowledge of TDS, GST, Accounting Standards</p> <p>Strong Accounting and finance knowledge</p> <p>Tally Software knowledge</p> <p>Strong Microsoft Office skills (Excel, Word, PPT)</p> <p>Good Analytical and problem solving skills</p>
Educational Qualification	B.Com graduate
Minimum Experience	2-5 years for B.Com graduate
CTC OFFERED	Compensation will not be a limiting factor for the right candidate and will be discussed on a case-by-case basis.
Location of posting	<p>Mumbai</p> <p>The candidate may be deputed to work with the team(s) with the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.</p>
How to apply	<p>Applications should be submitted to careers@bobcaps.in</p> <p>Please mention “Application for the post of Accounts Executive” in the subject. Applications with any other subject will not be accepted.</p>
Website	www.bobcaps.in
Contact Person	Namrata Raul
Contact No.	022-61389300
Last Date for application by email	18 th December 2024

