



CARTESIAN

The Precision Practice

Role: Sr. Finance Executive

Role Location: Mumbai

Role Purpose: Manage all day-to-day accounting activities.

Requirement:

- Strong on international transactions – Forex Accounting, Billing, Receipts, etc.
- Compliances & Tax Accounting/Liabilities – filing tax returns, responding to queries from tax authorities, etc.
- Monthly book closure, MIS Statements
- Accounts Receivable: Billing to clients, Accounting Collection/Receipt Entries, Preparation of Debit Notes/Credit notes
- Strong on payment Follow-ups
- Accounts Payable: Bill Passing, Cheques Preparation, Accounting
- International payments
- Accounts Reconciliation: Debtor Reconciliation, Creditors Reconciliation, Bank Reconciliation.
- MIS: Ageing Analysis-Debtors & Creditors, Other Sales MIS.
- Accounts Payable Function
- Compliances – Income Tax, Service Tax, ROC, Bank, etc
- Foreign Remittances, International Accounting
- TDS Return Filings, GST, IT / Service Tax Scrutiny
- Payroll, Monthly Reports – P&L, Balance Sheet, etc.
- Vendor Account Reconciliation
- Month end reports.

Educational Qualifications:

- First Class B.Com Graduate / Inter CA with Minimum 5 years with hard core general accounting.
- Expert knowledge in Tally and MS-Excel.
- Must have knowledge in financial accounting, branch accounting