

Job Description Accountant

Position Title: Accountant

Experience Required: Minimum 6 Months

Location: Bhayander West

Job Summary:

We are looking for an Accountant with hands-on experience in a CA firm to support accounting, taxation, GST, and compliance activities, including Tally, GST calculations and filings, Income Tax return preparation, and audit-related activities.

Key Responsibilities:

- Handle accounting entries and financial data management using Tally.
- Assist with GST calculations, filings, reconciliations, and related compliance activities.
- Support Income Tax return preparation and other Income Tax compliance tasks.
- Maintain accounting and compliance-related records.
- Assist with audit-related activities under guidance.
- Ensure accuracy and completeness of accounting and compliance data.
- Coordinate with the internal team for accounting, taxation, and client-related requirements.

Required Skills and Qualifications:

- Minimum 6 months of experience in a CA firm is mandatory.
- B.Com or any Accounting-related degree.
- Hands-on knowledge of Tally and accounting entries.
- Practical understanding of GST calculations, filings, and reconciliations.
- Exposure to Income Tax return preparation and compliance.
- Basic understanding of audit-related activities.
- Good knowledge of MS Excel and accounting data management.
- Good communication, attention to detail, and willingness to learn.

