

Job Description	
Department	Accounts
Designation	Accountant
Location	Roorkee
Experience	4-10 Years
Salary Range	3 to 4 LPA
Qualification	B.Com, M.Com, MBA Finance, CA

Key Responsibilities

1. Accounts & Finance: -

- Day to day accounting and follow-ups.
- Verification of all payments of Contractors- R.A. Bills, Purchase and Expense Bills.
- Planning & managing funds for weekly/ monthly payments to vendors/contractors.
- Preparation of Quarterly & Yearly Financials statements.
- Follow up with financial institution/banks for loan disbursement.

2. Taxation: -

- Good knowledge of TDS, processing TDS deposits, deductions & filling of various returns.
- Good knowledge of GST, processing GST deposits, deductions & filling of various returns.
- Handling Income tax and GST related cases as and when required.
- Excellent knowledge of Compliance (TDS, GST, Returns and reconciliation).
- Calculation of individual Employee TDS, verification of Salary, verifying payments of PF, ESIC and PT related to salary.

3. MIS & Budgeting: -

- Understanding of cash flow management, bank reconciliation and bookkeeping.
- Prepare quarterly basis provisional cash flow statement for management.
- Compare provisional cash flow statement with actual expenses and identify variances, if any.
- Preparing various MIS as when required by the Management.

4. Others: -

- Good knowledge of MS Office and tally.
- Good Communication and leadership skills.