

Post: Senior Accountant

Qualifications required

- Inter CA candidate/CA Finalist with 1-5 years of experience in accounting work, Banking Work. Candidate possessing dynamics skills and relevant experience, having good exposure in the field, (Persons with no such educational qualification, may also be considered with good experience).

Job Description

1. Accounting Staff can expect to handle communications with vendors, clients, and internal departments, assist with inventory, database, and record maintenance, prepare financial reports, issue checks and making deposits, and generally ensure that the office operations are running smoothly.
2. You should be professional and courteous with strong computer skills and a thorough understanding of accounting and financial principles.
3. Banking & Experience in TALLY ERP 9 will be an added advantage.
4. To succeed as an Accounting Staff, you should be a skilled multi-tasker with excellent time management, computer, and communication skills.
5. Candidates should understand and abide by all accounting procedures and principles and have a commitment to behaving ethically in the workplace.
6. Good Drafting & Communication Skill
7. Ensuring Accounting Department runs smoothly and efficiently.