

## Accountant

129-133 West 22nd Street  
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### Job Summary

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Vacancy : 2  
Deadline : Sep 30, 2025  
Published : Sep 01, 2025  
Employment Status : Full Time  
Experience : 1 - 3 Years  
Salary : 25000  
Gender : Any  
Career Level : Entry Level  
Qualification : Bachelor Degree

### Job Description

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**Position:** Accounts Executive  
**Location:** Panvel (IGNOU Campus, Opp. DAV Public School, New Panvel East)  
**Vacancies:** 2

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### Roles & Responsibilities

- Handle day-to-day accounting operations, bookkeeping, and financial entries.
- Manage accounts payable and receivable.
- Prepare monthly/quarterly financial reports.
- Reconcile bank statements and ledgers.
- Assist in GST, TDS, and other statutory compliance.
- Maintain records of invoices, vouchers, and receipts.
- Support in audits and financial analysis.
- Coordinate with management for budgeting and expense tracking

### Education & Experience

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Graduate in **Commerce / Accounting / Finance** (B.Com or equivalent). Minimum **1 year of relevant experience** in accounting. Knowledge of **Tally ERP, MS Excel, and basic accounting software**. Familiarity with GST, TDS, and statutory compliance.

## **Must Have**

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Strong understanding of accounting principles. Good communication skills in **English, Marathi, and Hindi**. Ability to work independently and meet deadlines. Detail-oriented with strong analytical skills.

## **Educational Requirements**

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Bachelor Degree

## **Compensation & Other Benefits**

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As per company policy