

## **Job Description: Accounts Executive**

### **Position Overview**

The **Accounts Executive** is responsible for managing the company's financial transactions, bookkeeping, and financial reporting. This role ensures accuracy in accounting records, compliance with tax regulations, and timely preparation of financial statements. The ideal candidate should have strong knowledge of accounting principles, financial analysis, and tax regulations.

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## **Roles & Responsibilities**

### **Accounting & Financial Management**

1. Maintain accurate and up-to-date records of all financial transactions.
2. Handle day-to-day accounting operations, including accounts payable and receivable.
3. Prepare financial statements such as balance sheets, profit & loss statements, and cash flow reports.
4. Ensure proper reconciliation of bank statements and financial records.

### **Taxation & Compliance**

5. Prepare and file GST, TDS, and other statutory tax returns as per regulatory requirements.
6. Ensure compliance with accounting standards and government regulations.
7. Coordinate with auditors for internal and external audits.

### **Payroll & Expense Management**

8. Process payroll, including salary calculations, deductions, and reimbursements.
9. Monitor employee expense claims and ensure proper documentation.
10. Assist in budgeting and financial forecasting for better financial planning.

### **Vendor & Client Coordination**

11. Handle vendor payments, invoicing, and credit control processes.
12. Follow up with clients for pending payments and maintain strong receivables management.
13. Maintain relationships with banks and financial institutions for smooth transactions.

### **Financial Reporting & Analysis**

14. Generate financial reports and provide insights on cash flow and expenses.
  15. Assist management in financial decision-making by providing data-driven insights.
  16. Identify cost-saving opportunities and recommend financial strategies.
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## Educational Qualifications & Experience

- **Bachelor's or Master's Degree in Commerce** or related field.
  - **Minimum 3 years** of experience in accounting, finance, or taxation.
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## Key Skills Required

- ✓ Strong knowledge of accounting principles & financial reporting
  - ✓ Proficiency in Tally, MS Excel, and accounting software (SAP/ERP preferred)
  - ✓ Understanding of GST, TDS, and other taxation laws
  - ✓ Excellent analytical and problem-solving skills
  - ✓ Strong attention to detail and accuracy
  - ✓ Ability to handle multiple financial tasks and meet deadlines
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## How to Apply:

Interested candidates can submit their updated resume to [career@asvrl.com](mailto:career@asvrl.com)