



SUMMARY:-

Role : Sr. Officer / Officer Accounts
Experience : 2 to 4 years
Education : B.Com / M. Com, MBA - Finance.
Industry type : Pharmaceuticals / Manufacturing unit
Functional Area : Bill processing, Cash Management. Etc.
Age : 24 – 30 yrs.

DESIRED CANDIDATE PROFILE:-

- Should have minimum 2 year of experience working in Accounts department.
- Should have sound knowledge of Accounting & Taxation laws.
- Should have good communication skills both written as well as verbal.

JOB DESCRIPTION:-

- Purchase Bills processing.
- Sales Bills processing.
- Cash GRNs processing.
- Preparation of Performa Invoices for advance payment from Customers.
- Preparing Accounts Receivables report.
- Follow up for payment from Customers.
- Work Order Status of Serum along with a/c head wise dispatch details of all customers.
- Bank Reconciliation.
- Cash & Bank vouchers authorization in ERP system.
- Verification of salary after processed by Cashier.
- PF Reconciliation with HR Module and A/c's Module after passing necessary JV's.
- Preparation of PF Statement for PF consultant.
- Checking the commercial terms of Purchase Orders & Works Orders.
- Distribution of WOs as received from customers.
- Sales Tax Matters - obtaining 'C' forms directly from Department, providing all the relevant workings and data to Sales tax consultant for Return purpose and assessment purpose.
- Mentoring junior colleagues.