

Assistant Manager – Accounts/Finance

Minimum Qualification:

- **Essential:** Full time Post Graduate Degree in commerce or MBA Finance or equivalent from any Recognized University/ Institution.
- **Desirable:** Master degree in relevant field
- **Experience:** Candidates should have Minimum 7 years' post qualification experience in relevant field from any Public/ Private Company or Govt. Public Sector Organization.
- Age Limit: Less than 40 Years

Roles & Responsibilities:

- Managing and overseeing the daily operations of the accounting department.
- Monitoring and analyzing accounting data and produce financial reports or statements.
- Establishing and enforcing proper accounting methods, policies and principles
- Coordinate and complete annual audits.
- Compliance PAC Para and Correspondence with state govt. departments and AG
- Provide recommendations
- Manage and oversee the daily operations of the accounting department including:
 - month and end-year process
 - Monitoring Reconciliation of Receivables with Govt Bodies and Bank.
 - Monitoring Return filing of Statutory Liabilities (GST, IT, PF, PT, TDS)
 - accounts payable/receivable
 - payroll and utilities
 - treasury, budgeting
 - revenue and expenditure variance analysis
 - fixed asset activity
 - debt activity