

Accountant/ Finance Executive

Description

We are looking for an experienced Accountant / Finance Executive who embodies these qualities to join us.

Roles and Responsibilities

1. Ensure financial statements and records comply with applicable laws and regulations.
2. Maintain and update accounting books and systems accurately.
3. Prepare and file GST returns punctually.
4. Prepare and file TDS returns as required, ensuring timely compliance.
5. Collect, verify, and process invoices from vendors and clients.
6. Maintain organized financial statements.
7. Audit and analyze financial performance.
8. Oversee all financial compliance aspects of the company, including statutory filings and adherence to financial policies.

Skills and Requirements

1. Minimum of 1 year of accounting experience, with a focus on GST and TDS filing.
2. Strong attention to detail and excellent organizational skills.
3. Proficiency in accounting software such as Tally, QuickBooks, or Zoho Books.

Application Process

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and qualifications.

We look forward to welcoming a dedicated professional to our team who will contribute to our financial accuracy and compliance.

Education

Bachelor's Degree

Contacts

Email: hr@galtech.org

Call: +91 6282845368

Valid through

10.03.2025

Date posted

February 19, 2025

Job Location

Koratty, 680308, Thrissur, Kerala, India

Employment Type

Full-time

Skills

GST and TDS filing

Industry

Information Technology

Base Salary

INR 15,000 - INR 30,000

Working Hours

09.00 AM – 06.00 PM