

## Accountant / Finance Executive

### Description

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

### Roles and Responsibilities:

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

### Skills and Requirements:

- Minimum of 1 year of accounting experience, with a focus on GST and TDS filing.
- Strong attention to detail and excellent organizational skills.
- 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](mailto:hr@galtech.org)

Call: +916282845368

### Valid through

13.12.2024

### Date posted

November 20, 2024

### 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

09:00AM to 06:00PM