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## 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](mailto:hr@galtech.org)

Call: +91 6282845368

### Valid through

13.02.2025

### Date posted

January 30, 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