**Designation : -** Accounts Executive

**Location : -** Pune

**Qualification : -** B. Com / M. Com with 2 – 4 yrs exp.

**Job Description**

Executive Accounts will need to have strong accounting skills. He must be capable of working in a team. Perform regular activities of vouching, reconciliation, voucher check, TDS & GST returns.

**Duties and Responsibilities**

1) Data entry in Tally

2) Invoicing

3) Bank reconciliation

4) GST data preparation and returns

5) Cash handling

6) Travel voucher settlement

7) Bank payment and receipts

8) TDS return

**Required Knowledge, Skills and Abilities**

* Analytical and problem-solving skills are also a prerequisite
* Present and Defend your own views, and negotiate acceptable solutions when there are differences of opinion
* Excellent communication/presentation skills and ability to build relationships
* Organizational and time-management skills
* A business acumen
* Enthusiastic and passionate
* Knowledge of import materials will be an add