

Blackwater Tech

<https://dev.blackwater.tech/job/junior-finance-executive/>

JUNIOR FINANCE EXECUTIVE

Description

Job Summary

Hiring organization

Blackwater Tech

Date posted

July 12, 2024

To assist in monthly accounts closing, including preparation of financial statements, supporting schedules, tax computations, and related matters. To assist in daily operations, including consolidating receivables, invoice and payment processing, budgeting and data entry into the accounting system-Quick books, Tally and providing the managerial team with finance reports.

Responsibilities

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- Daily Recording Financial Activities
- Exp in Tally & Quick Books
- GST, TDS, PT, PF, ESI & STPI Return filing
- Form 16/16A
- Statutory Audit
- Payroll
- Preparing financial statements

Qualifications

Skills required

- Should possess good communication & presentation skills
- Capable to handle the work independently