

**Job Title:** Accounts Executive – Employment Accounts

**Location:** Western Suburbs, Mumbai (Hybrid Work Model)

**Experience Required:** 3+ Years

**Employment Type:** Full-Time

### **Job Overview**

We are seeking a detail-oriented and experienced Accounts Executive to join our finance team. The ideal candidate will have a strong foundation in general accounting principles and hands-on experience in GST, TDS, bank reconciliations, and managing payables and receivables. Proficiency in Tally, Microsoft Excel, and Word is essential. This role offers a hybrid work arrangement based in the western suburbs of Mumbai.

### **Key Responsibilities**

- Manage day-to-day accounting operations including journal entries, ledger maintenance, and reconciliations
- Prepare and file GST returns and ensure timely compliance with GST regulations
- Handle TDS calculations, deductions, payments, and return filings
- Perform monthly bank reconciliations and resolve discrepancies
- Monitor accounts payable and receivable cycles, ensuring timely payments and collections
- Assist in the preparation of financial statements and reports
- Support direct tax compliance and coordinate with auditors during tax assessments
- Maintain accurate documentation and records in Tally and Excel
- Collaborate with internal teams to ensure smooth financial operations

### **Required Skills & Qualifications**

- Graduate / Undergraduate in Commerce & Accounting
- Minimum 3 years of relevant experience in accounting and taxation
- Proficient in Tally ERP, Microsoft Excel (VLOOKUP, Pivot Tables, etc.), and Microsoft Word
- Strong understanding of GST, TDS, and direct tax regulations
- Attention to detail and organizational skills
- Ability to work independently and manage multiple priorities

### **Work Mode**

- Hybrid (2–3 days in-office per week)
- Office Location: Western Suburbs, Mumbai