

Job Requirement

We are looking for Graduates/Post Graduates/**semi qualified CA/CMA (drop out only)** having **2-4 years experience in accounting, GST and income tax and compliances for our consulting firm based in Gurgaon.** The candidate must possess following skills:

- Good communication and writing skills
- Good organizational, management and planning skills
- Must be well versed with MS office (specially Excel), Accounting software – Tally ERP
- Knowledge of Zoho Books, Quick books, SAGE is preferred
- Have good knowledge of filing and preparation of GST/TDS/ITR returns, preparation of financial statements etc

Job Description:

The candidate will be exposed with following tasks:

- Book Keeping in Tally and other software and preparation of weekly Debtor/creditor list, bank reconciliations, GST reconciliations
- Preparation of Monthly/quarterly/annually Financial statements, MIS and other required detail as may be required by management
- Preparation of data for monthly tax payments and filing of quarterly or monthly TDS/GST returns
- Preparation and filing of Form 15CA/CB
- Some other reconciliation work as may be required time to time.
- Ensuring proper documentation of files and records, online and offline

Location: Gurgaon

Financial compensation: As per Industry Norms

Please share your resume at: contact@pmspl.net.in