

Sr No	Content	Output
1	Position	Senior Account Assistant
2	Reporting	Accounts Head
3	Location	Dadar, East Mumbai Maharashtra
4	Preferred	Mumbai based candidates only
5	Gender	Female
6	Age	25yrs to under 40yrs
7	Experience	2+ years
8	Salary	25k to upto 35k
9	Overview	We are looking for a detail-oriented and organized Accounts Assistant to support the Finance & Accounts Department in managing daily accounting operations. The ideal candidate should have a strong understanding of accounting principles, experience in Tally, proficiency in Advanced Excel, and the ability to maintain accurate financial records while ensuring timely processing of financial transactions.

10	Key Responsibilities	- Maintain accurate and up-to-date financial records by recording daily accounting transactions and ensuring proper documentation. - Record sales, purchase, payment, receipt, and journal entries in Tally with accuracy and timely updates. - Perform regular bank reconciliations to match company records with bank statements and resolve any discrepancies. - Process invoices, receipts, vouchers, and payment entries while ensuring all supporting documents are complete and approved. - Manage petty cash by recording daily transactions, maintaining cash balances, and tracking fund utilization. - Prepare daily, weekly, and monthly financial reports to support management with accurate financial information. - Assist the Accounts team with routine accounting tasks, month-end activities, and maintaining general ledgers. - Verify bills, expense claims, and supporting documents before processing payments to ensure accuracy and compliance. - Maintain organized physical and digital accounting records for easy access, reporting, and audit purposes. - Coordinate with internal departments to collect financial information and resolve finance-related queries efficiently. - Support internal and external audits by providing required financial records, reports, and documentation. - Ensure the accuracy, confidentiality, and integrity of all financial information while following organizational policies and accounting procedures. - Utilize Advanced Excel functions such as VLOOKUP, HLOOKUP, Conditional Formatting, and formulas to prepare reports, reconcile data, and analyze financial information efficiently.
11	Educational Qualification	Bachelor's Degree in Bcom, Mcom
12	Technical Skills	- Proficiency in Tally ERP/Prime - Bank Reconciliation - Sales & Purchase Entries - Petty Cash Management - Invoice Processing - Accounting Documentation - MS Excel (Advanced)
13	Advanced Excel Knowledge	VLOOKUP, HLOOKUP, Conditional Formatting, Formulas & Functions, Data Sorting & Filtering

14	Other Requirements	- Typing Speed: Above 28 WPM - Good numerical and analytical skills. - Strong attention to detail. - Good communication and organizational skills. - Ability to maintain confidentiality.
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Sr No	KRA	Expected Outcome
1	Accounting Entries	Timely and accurate recording of all financial transactions in Tally - 150-300
2	Bank Reconciliation	Daily/Weekly reconciliation with minimal discrepancies
3	Invoice & Voucher Processing	Process invoices and vouchers within defined timelines
4	Petty Cash Management	Maintain accurate petty cash records and reporting
5	Financial Documentation	Organized and updated accounting records with zero missing documents
6	Financial Reporting	Timely preparation of daily, weekly, and monthly reports
7	Data Accuracy	Maintain high accuracy in accounting entries with minimal errors
8	Team Support	Provide timely assistance to the Finance & Accounts team

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