

<b>Position Vacant</b>	<b>Accounts (Executive)</b>
Job Description / Responsibilities	<p>Accounting of day-to-day expenses, income, payment and receipts vouchers entries</p> <p>Correspondence with Bankers, Vendors, Clients, IT dept, Auditors</p> <p>Monthly GST Compliance &amp; Filing of returns</p> <p>Placing of FDs with Bank</p> <p>Monthly TDS Compliance &amp; Filing of returns &amp; Certificates</p> <p>MIS Reports (Daily/ Weekly/ Monthly/Quarterly)</p> <p>Weekly Collection Report &amp; Debtors Outstanding report</p> <p>Reporting &amp; Submissions to the holding company</p> <p>Preparation of all monthly financial statements</p> <p>Monthly Provision and closing entries</p> <p>Filing Income Tax returns</p> <p>Ledger scrutiny on monthly basis</p>
Job specific skills	<p>Good Verbal &amp; written Communication skills (English)</p> <p>Experience contributing to Process Improvement &amp; Team Handling</p> <p>Knowledge of TDS, GST, ICDS, INDAS/ Accounting Standards</p> <p>Strong Accounting and finance knowledge</p> <p>Tally Software knowledge &amp; MIS software</p> <p>Strong Microsoft Office skills (Excel, Word, PPT)</p> <p>Good Analytical and problem solving skills</p>
Educational Qualification	B.Com graduate/CA Inter level / CA PCC / Cost accountant
Minimum Experience	<p>5 years for B.Com graduate</p> <p>2 - 3 years relevant experience for CA Inter level / CA PCC / Cost Accountant</p>
CTC OFFERED	Compensation will not be a limiting factor for the right candidate and will be discussed on a case-by-case basis.
Location of posting	<p>Mumbai</p> <p>The candidate may be deputed to work with the team(s) with the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.</p>
How to apply	<p>Applications should be submitted to <a href="mailto:careers@bobcaps.in">careers@bobcaps.in</a></p> <p>Please mention “<b>Application for the post of Accounts Executive</b>” in the subject. Applications with any other subject will not be accepted.</p>
Website	<a href="http://www.bobcaps.in">www.bobcaps.in</a>
Contact Person	Suchitra Bangera
Contact No.	022-61389300
Last Date for application by email	21 <sup>st</sup> August 2022