

Job Description for the position of Assistant Manager (Accounts)

- * To Take complete responsibility of accounting and book keeping of all transactions, MIS Reporting
- * Coordination for collection of Receivables
- * Preparation of yearly revenue and capital Budget in coordination with Business heads
- * Ensuring timely and correct Statutory Compliances:
TDS payment, Quarterly filing of e-TDS returns, GST Monthly as well as Annual Return
- * Monitoring of Vendor payments
- * Responsible for computation of Income Tax Liability of staff, Collection of proof of investment
- * Responsible for maintenance of tax records of the company for various Income Tax Assessment years
- * Project Monitoring and Cost Analysis

Qualification: B.COM/M.COM with 10-15 years of experience.

Age : Not more than 40 as on date of advertisement

Skills :

- * Excellent Knowledge of Computer-Windows and Microsoft
- * Excellent Knowledge of Tally ERP
- * Ability to take responsibility
- * Good Communication Skills both Oral and Written.

Location : Chennai