



## Accountant

**Posted by:** fdeah sxftdcg

**Posting date:** 04-Feb-2023      **Closing date:** 11-Oct-2023

**Education:** Bachelor s (Preferred)

**Language:** "Hindi , English"

**Job location:**

**Salary:** \$14999

**Years of Experience:** 0

**Vacancy:** 1

**Job Type:** Full Time

**Job id:**

Expired

## Job description:

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### Accountant

- **Job Function:** Accounting | A/R Analysis | Bookkeeping
- **Territory:** Bhopal Madhya Pradesh
- **Industry:** Manufacturing
- **Location** On-site | Govindpura Industrial Area Bhopal

We're looking for a **Accountant** to join our dynamic team! This is a work from office position.

**About us!**

Shrao Engineering Works established in the year 1982 is an ISO certified manufacturer supplier and exporter of fabricated products and heat exchangers. With a well laid facility in central India and vast industry experience of over 40 years the company provides solutions to both National and International clients from its diverse portfolio of products in congruence with their demands.

Shrao Engineering Works has been accredited with ISO 9001: 2015 and are certified for its compliance to defined standards. The company works on quality management rather than repetitive checking and correction by a defined quality control mechanism.

### **The Opportunity!**

This is a full-time position that provides a self-motivated accounting professional with an opportunity to be instrumental in the growth of the manufacturing company. In addition to accounting and finance knowledge you will bring people management and documentation experience with you. As a part of a growing organization you will have ample opportunities to upskill and eventually become an integral part of the team. If you're looking to take on new challenging and meaningful opportunities in redefining what is possible look no further and contact us today!

### **In this role you'll:**

- Work directly with the upper management and provide regular communication to the Director.
- Create day to day Advance Accounting Entries Sales Purchase Journal Vouchers Debit Note Credit Note Bank Reconciliation etc.
- Maintaining fixed assets accounting
- Assist with Account reconciliation and correspondence with clients and suppliers for the same.
- Coordinate with the purchase department and assist with billing and payments.
- Assist with day to day inventory entries and receipt notes
- Serve as a communication hub between key stakeholders.

### **Job requirements**

#### **Requirements and Qualifications**

- 3+ years of professional experience in the area of accounting / bookkeeping of GL
- Certifications or bachelor's in finance or accounting
- Good understanding of General Ledger processes
- Experience with Tally Prime is a must.
- Practical knowledge of GST will be an asset.
- Good communication skills
- Good knowledge of accounting systems and/or ERPs

- Good knowledge of MS Office
- Methodical approach to work with a strong focus on accuracy attention to details consistency and quality
- Strong problem solving and analytical skills; can clearly explain and present problems and issues to others and contribute to their resolution.
- Ability to work in a team.

This posting is not intended to be an all-inclusive list of duties and responsibilities but constitutes a general definition of the position s scope and function.

**Benefits**

- ESI and PF Contribution.
- Company sponsored training and upskilling opportunities.
- Paid time off.
- Paid sick time off.
- Yearly bonus and performance bonus.

Job Types: Full-time Regular / Permanent

Salary: ?15 000.00 - ?25 000.00 per month

**Benefits:**

- Health insurance
- Paid sick time
- Paid time off
- Provident Fund

**Schedule:**

- Day shift

**Supplemental pay types:**

- Performance bonus
- Yearly bonus

**Ability to commute/relocate:**

- Bhopal Madhya Pradesh: Reliably commute or planning to relocate before starting work (Required)

**Education:**

- Bachelor s (Preferred)

Experience:

- Accounting: 3 years (Preferred)
- Tally: 1 year (Preferred)
- total work: 5 years (Preferred)

Work Location: One location

- Health insurance

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**Posted on [canadianjobportal.com](https://canadianjobportal.com)**