

Job Description

Company Name : Pipal Tree Ventures Pvt Ltd

Role: Sr. Accountant.

Location: Mumbai Goregoan (East)

Remuneration: As per company Standard

Joining: Immediate Basis

Reporting to: Manager - Finance.

Experience: Minimum 2 to 3 years (And above)

Educational Qualification: B.com Graduate/Post Graduate /Inter CA

Specific responsibilities:

- * Maintaining day to day account books
- * Good Knowledge of monthly books closure and year end finalization
- * TDS working, Payment assistance and Return Filing, Rectification and Revision of TDS Returns.
- * GST Working and Return Filing (GSTR-1, GSTR-3B, GSTR-9/9C, GSTR-2A vs GSTR-3B)
- * Good knowledge of Banking and Payment processing
- * Fund Management.

Requirements for Accounts & Finance Executive Job:

- Sound Judgement
- Good Communication Skill