**JOB OPENING**

**Job Title**: Assistant Manager-Accounts

**Experience**: 4-6 Years

**Area**: Ahmedabad

**Job Summary**: The position will report to Branch In-charge and Accounts Head Indore in which he will be responsible for overall branch accounting which includes payment entries, customer management and TCS, TDS and bank reconciliation and monthly reporting to Corporate office.

**Specific Responsibilities**: - Credit note/debit note preparation based on sales order

* Monthly bank reconciliation
* Prepare monthly bank reconciliation
* Petty cash management
* Customer Payment Entries in SAP
* Support for legal cases
* Invoice generation
* Branch Expenses management
* Monthly consolidation of TCS,TDS
* Form 27 C collection

**Skill Sets**: - Must be proficient in SAP

* Proficient in Accounting concepts
* Proficient in MS Office

**Qualification**: - Must be M.com or equivalent

* Excellent oral &written communication skills