

Blackwater Tech

<https://blackwater.tech/job/5838/>

JUNIOR FINANCE EXECUTIVE

Job Summary

To assist in monthly accounts closing, including preparation of financial statements, supporting schedules, tax computations, and related matters. To assist in daily operations, including consolidating receivables, invoice and payment processing, budgeting and data entry into the accounting system-Quick books, Tally and providing the managerial team with finance reports.

Responsibilities

- Daily Recording Financial Activities
- Exp in Tally & Quick Books
- GST, TDS, PT, PF, ESI & STPI Return filing
- Form 16/16A
- Statutory Audit
- Payroll
- Preparing financial statements

Skills required

- Should possess good communication & presentation skills
- Capable to handle the work independently

Hiring organization

BlackwaterTech

Employment Type

Full-time

Experience

2-3 years

Industry

Finance

Job Location

Hyderabad

Date posted

August 2, 2023

Valid through

31.08.2023