

To

21/11/2024

The Secretary,

The Institute of Chartered Accountants of India

122, Mahatma Gandhi Road, Nungambakkam,

Chennai, Tamil Nadu 600034

Respected Sir/Madam,

Sub: Vacancy for Senior Accounts Executive.

POSITION	SENIOR ACCOUNTS EXECUTIVE
EXPERIENCE	3-5 years of experience in accounting, with proficiency in Tally/Zoho.
JOB DESCRIPTION	<ul style="list-style-type: none">• Bookkeeping: Maintain books of accounts on a daily basis, ensuring timely and accurate entries.• Compliance Management: Manage GST, TDS, ESI, EPF, and Professional Tax filings and ensure compliance with statutory regulations.• Payroll Management: Handle payroll processing, including statutory deductions and compliance with labour regulations• Oversee day-to-day accounting activities and ensure accurate entry of data in the Accounting System.• Sound knowledge in GST, TDS, and other statutory compliance processes both in preparing workings and filing• Performing month-end closing activities for clients• Responsible for preparing Client MIS and other reports as and when required.• Ensure accurate and timely monthly, quarterly, and year-end close processes.
REQUIREMENTS	<ul style="list-style-type: none">• CA/CMA - Inter completed / drop out candidates or bachelor's degree in commerce, Accounting, or a related field.• 3-5 years of experience in accounting, with proficiency in Tally/Zoho.• Excellent communication skills in English

Contact Details: 7200052926

Mail id: Careers@iraiseconsultants.com

To know more about iRAISE Management Consultants Pvt Ltd,

Visit our website: <https://www.iraiseconsultants.com/>

We request that the Notification may kindly be placed SIRC Notice Board

P. Ranjitha



Regd. Office : 1003, Mantri Tranquil, Kanakapura Road, Gubbalala, Bangalore – 560 061.
Chennai Office : 8/1 , First & Second Floor, 12th Avenue, Ashok Nagra, Chennai – 600 083.

Email : enquiries@iraiseconsultants.com | Website : www.iraiseconsultants.com.