

M PANIGRAHI & CO

Chartered Accountants

Details for the job vacancy-

Eligibility Criteria- Qualified CMAs (Fresher/ Experienced)

Job Description-

- Manage the daily operations of the accounting department including:
 - month and end-year process related to finalization of account for clients
 - accounts payable/receivable
 - cash receipts
 - general ledger
 - payroll and utilities
 - treasury, budgeting
 - revenue and expenditure variance analysis
 - capital assets reconciliations
 - trust account statement reconciliations,
 - check runs
 - debt activity
- Monitor and analyze accounting data and produce financial reports or statements of clients,
- Establish and enforce proper accounting methods, policies and principles,
- Coordinate and complete annual audits,
- Manage Bank branch audits on monthly basis and generate reports thereafter,
- Improve systems and procedures and initiate corrective actions,
- Assign projects and direct staff to ensure compliance and accuracy,
- Meet financial accounting objectives,
- Establish and maintain fiscal files and records to document transactions,
- Having knowledge of Tally, Quickbooks,
- Additionally, TDS filing and GST return filing,
- ITR filing,
- ROC filing

CTC- From Rs 3.5 LPA to Rs 4.5 L.P.A.

The candidates will be selected through **PI on virtual platform** only.

