

## **Job Description**

**Job Title:** Accounts Executive

**Location:** Mangalore

**Shift:** US Shift

### **Overview:**

We are seeking a detail-oriented and reliable individual to join our accounting team. The ideal candidate will ensure the accuracy and integrity of financial data, manage financial transactions, and support overall company compliance and financial health. This role is critical in contributing to the financial stability of the organization, enabling informed decision-making and supporting sustainable growth.

### **Key Responsibilities:**

- Record daily financial transactions, including accounts payable/receivable, disbursements, expense vouchers, and receipts.
- Verify and reconcile invoices to ensure accuracy in billing and payment processes.
- Prepare monthly, quarterly, and annual financial statements.
- Conduct account reconciliations to identify discrepancies and resolve them promptly.
- Support budgeting and forecasting activities to align with company goals.
- Provide relevant financial data to management for decision-making purposes.
- Monitor and report on financial performance, tracking cash flow and expenses.
- Ensure compliance with accounting standards and tax regulations.
- Assist in auditing activities and coordinate with external auditors as necessary.
- Address accounting inquiries and resolve issues in a client-focused manner.
- Maintain confidentiality and integrity of financial information.

### **Required Qualifications:**

- Bachelor's degree in Accounting, Finance, or related field (B.com, M.com, MBA in Accounting preferred).
- Proven experience as an accountant or in a related financial role. Experience under Chartered Accountant (Article ship under CA) is a plus.
- Proficiency in accounting software (e.g., QuickBooks, SAP, Tally, Oracle, or other ERP systems).
- Strong attention to detail and accuracy in financial data management.
- Excellent analytical and problem-solving skills.
- Strong proficiency in English and excellent communication skills.
- Ability to multitask and manage time effectively in a fast-paced environment.

### **Desired Skills:**

- Strong organizational and time management abilities.
- Customer-focused with the ability to communicate complex financial information to non-finance staff clearly and concisely.
- Proactive, resourceful, and able to work independently with initiative.

### **Preferred Experience:**

- Previous experience in US accounting practices or working in international finance is an advantage.
- Experience with auditing or working with external auditors.