Job Description

Job Title: Jr. Accountant **Location: Mangalore**

Overview:

Responsible for supporting and managing US accounting operations, ensuring accurate financial records, timely reporting, compliance and operational efficiency.

Key Responsibilities:

- Process Accounts Payable (AP) and Accounts Receivable (AR) transactions.
- Prepare and post journal entries.
- Perform bank, credit card and balance sheet reconciliations.
- Assist in month-end and year-end close activities.
- Maintain accounting records and supporting documentation.
- Support invoice processing, vendor payments and collections.
- Prepare financial schedules and management reports.
- Coordinate with US stakeholders and internal teams.
- Ensure compliance with company policies and accounting procedures.

Required Qualifications:

- Bachelor's degree in Commerce, Accounting, Finance or related field.
- 0-2 years of relevant experience.

Desired Skills:

- Good knowledge of accounting fundamentals.
- Proficiency in Microsoft Excel.
- Knowledge of QuickBooks or similar ERP is preferred.
- Basic understanding of US GAAP is an advantage.