

Job description – Accountant

Location: Hyderabad

A reputed international manufacturer of machinery for chemical, pharmaceutical, food Life Science industry is looking out for an Accountant.

Responsibilities:

- Manage accounts receivables, accounts payable, and payroll functions.
- Prepare financial statements and budgets, as well as management reports covering purchases, inventory, and sales.
- Handle deposit and filing of TDS and GST returns, actively participate in obtaining GST registration. Coordinate with the Tax Department for various GST returns.
- Oversee day-to-day accounting operations, including vendor/creditor bill processing and payment supervision.
- Implement systems and procedures for the preparation and maintenance of statutory books of accounts, reconciliation statements, and financial statements (including Receivables and Payables).
- Maintain effective communication with banks and other institutions, fostering healthy relationships for the smooth operation of business activities.
- Take responsibility for assessing tax cases and actively participate in proceedings.
- Assume duties related to determination of balance sheet items, including payroll-related accounts, accruals, suspense, and reports on long outstanding orders.
- Any other coordination with the headquarters in Germany.

Qualification:

Bachelor's degree in Commerce, Accounting, Finance etc. Master's degree will be nice to have.

Skills and experience:

- 5 – 8 years of experience in accounting.
- Ideal candidate should have in-depth knowledge and hands-on experience with Tally Prime & MS Excel.
- Ability to work independently with minimal supervision.
- Candidate must be organized, results-oriented, focused, attentive to detail and accurate in their work.
- Good communication skills.

For more details, please reach out to chaitra.dole@indo-german.com