

# **JOB DESCRIPTION**

## **Accounts Manager**

### **Responsibilities**

- Managing daily operations of the accounting department & finalizing Balance Sheets
- Monitoring and analyzing accounting data and produce financial reports or statements
- Establishing and enforcing proper accounting methods, policies and principles
- Completing annual audits in coordination with the team
- Filing GST Return & TDS Return
- Generating Eway Bills
- Improving systems and procedures and initiating corrective actions
- Meeting financial accounting objectives
- Establishing and maintaining fiscal files and records to document transactions

### **Qualifications**

- Proven working experience as an Accounting Manager, Accounting Supervisor or Finance Manager
- Advanced computer skills in MS Office, accounting software and databases
- Ability to manipulate large amounts of data
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- High attention to detail and accuracy
- Ability to direct and supervise team