

Job Title: Senior Accountant

Objective:

To ensure timely and accurate maintenance of accounts, co-ordination with auditors and submission of reports to management

Job Profile:

Responsible for Accounts including taxation matters

Job Description:

- In-charge of day to day functioning of the Accounts
- Prepare monthly information reports for management
- Coordinate with auditor for information requirements for audit
- Ensure accounting policies, procedures and controls are followed
- Plan, organize and delegate work among staff
- Prepare and file TDS returns

Desirable Candidate Profile

Qualifications

- Should be a commerce graduate (candidates with post qualification or semi qualified/qualified professionals will be preferred)

Skills & Experience

- 4 to 5 years of experience in accounting function
- Good understanding of accounting requirements
- Working knowledge of Microsoft office (Ms-word, excel)
- Familiar with accounting software e.g. Tally
- Strong interpersonal and communication skills and the ability to deal with problems as they arise

Salary

- Rs 30,000/- or negotiable, depending upon qualification and experience

How to apply

- Send your CV with a latest photograph to rvkanandjobs@gmail.com or Hr@rvk.in before 10th January 2012