

Job Title: Accountant

Reports to: Partner of CA Firm

Location: Gurgaon

Job Type: Full-time

About Us:

ARSSH and Associates (CA India Services) is a 15-year-old CA firm.

Job Summary:

We are seeking an experienced and skilled Accountant to join our finance team. The successful candidate will be responsible for managing and maintaining financial records, preparing financial statements, and ensuring compliance with accounting standards and regulations.

Key Responsibilities:

1. Financial Statement Preparation: Prepare accurate and timely financial statements, including balance sheets, income statements, and cash flow statements.
2. Accounting and Bookkeeping: Maintain and manage general ledger accounts, journal entries, and account reconciliations.
3. Compliance and Regulatory: Ensure compliance with accounting standards, laws, and regulations, such as tax laws and financial reporting requirements.
4. Audits and Reviews: Coordinate with external auditors and facilitate audits and reviews, as required.
5. Financial Analysis: Perform financial analysis and provide insights to support business decision-making.
6. Accounts Payable and Receivable: Manage and oversee accounts payable and receivable functions.

Requirements:

1. Qualifications: Bachelor's degree in Accounting or related field (CA inter).
2. Experience: Minimum 3-5 years of experience in accounting, preferably in a similar industry.
3. Technical Skills: Proficient in accounting software (e.g., QuickBooks, Xero, Tally) and Microsoft

Office (Excel, Word, PowerPoint).

4. Analytical and Problem-Solving Skills: Strong analytical and problem-solving skills, with attention to detail.

5. Communication and Interpersonal Skills: Excellent communication and interpersonal skills, with the ability to work effectively with colleagues and stakeholders.

What We Offer:

1. Competitive Salary: 4 Lakh - 6 Lakh competitive salary package.

2. Opportunities for Growth: Opportunities for professional growth and development within the company.

How to Apply:

If you are a motivated and experienced accounting professional looking for a new challenge, please submit your resume and cover letter by clicking on the 'Apply Now' tab and filling in your details. We thank all applicants for their interest; however, only those selected for an interview will be contacted.