

WORK VAPOR

Job Link: <https://workvapor.in/jobs/gst-accounts-executive-ca-firm-finance-support/>

HIRING ORGANIZATION

CA Firm

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Aurangabad, INDIA

GST & ACCOUNTS EXECUTIVE – CA FIRM FINANCE SUPPORT

BASE SALARY

INR 10000 - INR 15000

DESCRIPTION

CA Firm

Chhatrapati Sambhajinagar (Aurangabad)

Work Mode: In-person

Employment Type: Full-time

Salary: ₹10,000 – ₹15,000 per month

Contact Details

Phone: +91 8888297959

Job Overview

This role is for handling GST and basic accounting work in a CA firm. Work is daily accounting entries, GST filing, and financial records checking. Candidate should be careful with numbers and compliance work.

Required Skills

- Basic knowledge of GST rules
- Accounting software understanding
- Tally and Excel working knowledge
- Good analysis and checking ability
- Communication and simple office work skills

Experience & Qualification

- Experience needed: 1 to 3 years
- Qualification: B.Com or equivalent
- CA Inter or CA pursuing candidates are also preferred
- Experience in CA firm is a plus

Key Responsibilities

- Maintain books of accounts and record transactions
- Prepare and file GST returns like GSTR-1 and GSTR-3B
- Do GST reconciliation and ITC checking
- Handle TDS return and compliance work
- Assist in financial statements and reports
- Do bank reconciliation and ledger checking
- Support audit work like GST and tax audit
- Ensure all deadlines and compliance rules are followed

Work Nature

This is a detail-focused accounting job. Candidate must handle client data carefully and follow all tax rules properly. Work includes multiple clients in some cases.

How to Apply

Interested candidates can send resume or contact directly on given number. Selection will be based on interview and experience check.

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