WORK VAPOR

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JUNIOR ACCOUNTANT

JOB LOCATION

Nagpur, 440010, Nagpur, Maharashtra, India

DESCRIPTION

Position Overview: The Junior Accountant is responsible for assisting in the day-to-day financial and accounting operations of the company. This role involves maintaining financial records, preparing financial reports, processing invoices, and supporting the senior accounting team. The Junior Accountant ensures that all financial transactions are accurately recorded, and that financial data is organized and readily available for review.

Key Responsibilities:

- **Financial Record Keeping:**
- Assist in maintaining accurate financial records and ledgers by recording day-to-day transactions, including accounts payable, accounts receivable, and general ledger entries.
- Ensure proper documentation and filing of financial records for easy access and review.
- **Invoicing and Payments:**
- Process invoices, verify their accuracy, and ensure timely payments to vendors and suppliers.
- Manage accounts receivable by issuing invoices to clients, tracking payments, and following up on overdue accounts.
- Reconcile bank statements and ensure that discrepancies are identified and resolved promptly.
- **Financial Reporting:**
- Assist in preparing financial statements, reports, and summaries for review by senior accountants or management.
- Help with monthly, quarterly, and annual closing procedures, ensuring that all transactions are accurately recorded.
- **Compliance and Auditing Support:**
- Ensure compliance with financial regulations and company policies, following

established accounting procedures.
- Assist in preparing documents and providing support during internal and external audits.
- **Budgeting and Forecasting Support:**
- Assist in preparing budgets and financial forecasts under the guidance of senior accountants.
- Analyze financial data to identify trends, variances, and opportunities for cost control or improvement.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field.
- Proven experience in accounting or finance is a plus but not mandatory for entry-level roles.
- Proficiency in accounting software such as QuickBooks, Tally, or MS Excel.
- Strong analytical and problem-solving skills.
- Attention to detail and accuracy in financial data management.
- Good communication and organizational skills.
- Ability to work independently and as part of a team.

Working Conditions:

- This position typically works in an office environment with standard working hours.
- Some roles may offer flexibility for remote work depending on company policy.
- Additional hours may be required during financial closing periods or audits.

Career Path:

- Opportunities for advancement include roles such as Senior Accountant, Accounting Supervisor, or Financial Analyst, depending on experience and performance.

Contact : 8625863596(Hr.Apurva)

Job Type: Full-time

Education:

- Bachelor's (Preferred)

Experience:

- Accounting: 1 year (Preferred)
- Tally: 2 years (Preferred)
- total work: 2 years (Preferred)

Work Location: In person

HIRING ORGANIZATION

Sath Outsourcing Service pvt. Ltd.

EMPLOYMENT TYPE

Full-time

BASE SALARY

INR 15,000 - INR 32,000