

WORK VAPOR

Job Link: <https://workvapor.in/jobs/junior-accountant-executive-tally-and-gst/>

HIRING ORGANIZATION

Rameshwar Excellency

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 5, 2026

JOB LOCATION

400001, Mumbai, Maharashtra, India

JUNIOR ACCOUNTANT EXECUTIVE – TALLY AND GST

BASE SALARY

INR 180000 - INR 300000

DESCRIPTION

Job Role: Junior Accountant Executive

Company: Rameshwar Excellency – South Tiffin House

Location: Mumbai

Job Type: Full-Time | Work From Office

Industry: Restaurant

Experience: 0–1 Year

Qualification: B.Com Graduate

Salary: ?1,80,000 – ?3,00,000 per year (CTC)

Working Days: Monday to Saturday

Working Hours: 11:00 AM – 7:00 PM

Email: southtiffinhousefinance@gmail.com

WhatsApp: 9819857111

Rameshwar Excellency – South Tiffin House is hiring a **Junior Accountant Executive** for its finance team in Mumbai. Recent **B.Com graduates and freshers** are encouraged to apply.

The role involves daily accounting work, banking activities, payroll processing and financial reporting. Candidates should have good knowledge of basic accounting and **Tally**.

Key Responsibilities

- Handle daily bookkeeping and financial transactions in **Tally**.
- Maintain proper accounting and financial records.
- Perform bank and ledger reconciliations.
- Coordinate vendor payments and accounts payable and receivable activities.

- Calculate monthly employee salaries.
- Track attendance, leaves, deductions and incentives using payroll software.
- Assist with **GST, TDS and Income Tax** calculations.
- Prepare daily, weekly and monthly **MIS reports**.

Eligibility and Requirements

- **B.Com Graduate** with a recent degree preferred.
- **0-1 year of experience.**
- Freshers can apply.
- Good understanding of basic accounting principles.
- Good knowledge of **MS Excel**.
- **Hands-on knowledge of Tally is required.**
- Familiarity with GST, TDS and Income Tax compliance.
- Knowledge of payroll processing.
- Good attention to detail and accuracy.

Benefits

- Provident Fund

How to Apply

Send your updated resume to **southtiffinhousefinance@gmail.com**.

You can also send your resume on WhatsApp to **9819857111**.

Please mention “**Application for Junior Accountant Executive – [Your Name]**” in the email subject or WhatsApp message.