WORK VAPOR

Job Link: https://workvapor.in/jobs/quickbooks-accounting-executive-work-from-home/

QUICKBOOKS ACCOUNTING EXECUTIVE – WORK FROM HOME

BASE SALARY

INR 18000 - INR 50000

DESCRIPTION

Job Role: Bookkeeper / Accounting Executive

Company: IN IMPEX
Location: India (Remote)
Experience: Minimum 3 years in bookkeeping or accounting
Salary: ?18,000–?50,000 per month
Employment Type: Full-time
Work Mode: Work from Home
Accounting Software: QuickBooks
Working Hours: USA Eastern Time business hours

Contact & Application

Email: hr@falconpapers.com
Email Subject: Application – Bookkeeper / Accounting Executive

Send your updated resume through email for consideration.

About the Role

IN IMPEX is a USA-based paper and plastics trading company hiring an experienced Bookkeeper / Accounting Executive to manage daily accounting operations remotely from India. The candidate will maintain financial records, handle invoices, reconcile accounts and coordinate with the company's USA-based teams.

Key Responsibilities

- Manage accounts payable and accounts receivable.

HIRING ORGANIZATION

IN IMPEX

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

- Record daily financial transactions and maintain accurate books.
- Prepare customer invoices and track outstanding payments.
- Reconcile bank accounts, credit cards and vendor statements.
- Verify vendor invoices and supporting documents.
- Monitor customer collections and vendor payments.
- Maintain accounting records using QuickBooks.
- Prepare weekly and monthly financial reports.
- Coordinate with USA accounting and operations teams.
- Assist with month-end closing and financial reconciliations.

Requirements

- Minimum 3 years of bookkeeping or accounting experience.
- QuickBooks experience preferred.
- Strong knowledge of US accounting practices.
- Proficiency in Microsoft Excel.
- Good written and spoken English.
- Ability to work independently and meet deadlines.
- Availability during USA Eastern Time business hours.
- Microsoft Office experience of 2 years preferred.
- Customer service experience of 2 years preferred.

Compensation

- Monthly salary between ?18,000 and ?50,000.
- Salary depends on experience and qualifications.