WORK VAPOR

Job Link: https://workvapor.in/jobs/tally-excel-finance-role-office-accounting-task/

TALLY & EXCEL FINANCE ROLE – OFFICE ACCOUNTING TASK

HIRING ORGANIZATION

Accountofy

EMPLOYMENT TYPE

Full-time

BASE SALARY

INR 20000 - INR 29000

JOB LOCATION

Raipur

DESCRIPTION

Accounts Executive – Finance & Billing Support Role

Accountofy

Raipur
Work Mode: In-person
Employment Type: Full-time / Permanent
Salary: ?20,000 – ?28,929 per month

Contact Details

Phone: 8878137000

Job Overview

This role is for handling daily accounting and billing work in office. Work includes invoices, GST data, reconciliation and basic finance reporting. Candidate should know accounting tools and basic Excel work.

Required Skills

- Knowledge of Tally Prime
- Good understanding of accounting work
- Basic to advanced Excel knowledge
- Ability to handle tax and billing data
- Communication for emails and documentation

Experience & Qualification

- Minimum 3 years experience required
- Qualification: B.Com / M.Com preferred
- Basic knowledge of GST and TDS work is needed

Key Responsibilities

- Prepare sales billing, PO, PI and tax invoices
- Do daily accounting entries in Tally Prime
- Handle bank and ledger reconciliation
- Work on GSTR-2B reconciliation and GST data
- Support in TDS return and tax filing work
- Manage online forms, emails and documentation
- Prepare reports using Excel and Tally

Work Nature

This is a office-based accounting job. Candidate should be careful with numbers and daily financial entries. Accuracy is very important in this role.

How to Apply

Interested candidates can send resume or contact directly on given number. Shortlisted candidates will be called for interview process.

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