

Position Vacant	Accounts (Executive)
Job Description/ Responsibilities	Accounting of day to day expenses, income, payment and receipts vouchers entries Correspondence with Bankers, Vendors, Clients, IT dept, Auditors Plonthly GST Compliance & Filing of returns Placing of FDs with Bank Monthly TDS Compliance & Filing of returns & Certificates MIS Reports (Daily/ Weekly/ Monthly/Quarterly) Weekly Collection Report & Debtors Outstanding report Reporting & Submissions to the holding company Preparation of all monthly financial statements /1onthly Provision and closing entries Filing Income Tax returns Ledger scrutiny on monthly basis
Job specific skills	Good Verbal & written Communication skills (English) Experience contributing to Process Improvement & Team Handling Knowledge of TDS, GST, ICDS, INDAS/ Accounting Standards Strong Accounting and finance knowledge Tally Software knowledge & MIS software Strong Microsoft Office skills (Excel, Word, PPT) Good Analytical and problem solving skills
Educational Qualification	Bachelor of Commerce + CA Inter level / CA PCC / Cost accountant
Minimum relevant Experience	2 - 3 years
CTC offered	Compensation will not be a limiting factor for the right candidate and will be discussed on a case by case basis.
Location of posting	Mumbai The candidate may be deputed to work with the team(s) with the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.
How to apply	Applications should be submitted to careers@bobcaps.in Please mention “ Application for the post of Accounts Executive ” in the subject. Applications with any other subject will not be accepted.
Website	www.bobcaps.in
Contact Person & No.	Suchitra Bangera/ 022-6 1389300
Last Date for application	15 th January 2022 by email only