

Position: **Chartered Accountant (CA)**

Location: **Mumbai (Nariman Point)**

Job Type: **Full-time**

Experience: **2+ Years post Qualification**

Gender: **Both**

**Key Responsibilities:**

Review of Sales / Revenue Invoicing

Review of Purchases and Expense Entries

Preparation & Review of Accounts Receivables, Follow-ups for Collections, and Ledger Reconciliation

Preparation & Review of Accounts Payables, Payment Planning, and Ledger Reconciliation

Cash Flow Planning and Management

Monthly Closure of Books of Accounts

Preparation of MIS Reports as per Management Requirements

Identifying and Implementing Process Improvements

Review and Filing of Statutory Compliances – TDS, GST, PF, PT, ESIC, etc.

Preparation and Review of Replies to Statutory Notices with support from Consultants

Finalization of Books of Accounts and Audit Preparation

Review of Payroll Calculations and Compliance

Review of Day-to-Day Accounting Activities

Preparation and Review of Advance Tax Computation and Income Tax Returns

Liaising with Statutory Auditors to Close Audits

Coordination with Government Authorities, Banks, Company Secretary, and Other Consultants.