

DG KNITTING	
Designation: Accountant	
Minimum Experience: 4-6 year	Salary Range: 25,000-35,000 P.m.
Report to: Director	Current Location: PIPODARA
Roles/Responsibilities: <ul style="list-style-type: none"> • Manage day-to-day accounting operations including entries for sales, purchases, payments, receipts, journal vouchers, and credit/debit notes. • Ensure accurate and timely accounting in Tally/ERP system as per applicable accounting standards. • Prepare monthly Profit & Loss Statements, Balance Sheets, and other financial reports for internal review. • Maintain and reconcile ledgers, bank statements, and cash flow records. • Ensure timely compliance with GST & other government compliances. • Coordinate with external auditors for internal and statutory audits. • Prepare and file monthly/quarterly GST returns and annual financial statements in coordination with the CA. • Manage vendor and customer reconciliations and follow up on outstanding payments. • Assist in budgeting, costing, and MIS reporting as required by management. • Maintain proper documentation and digital records for audit and reference purposes. 	
Skills & Qualifications: <ul style="list-style-type: none"> • Education: Bachelor's or Master's degree in Commerce, Accounting, or Finance, CA inter cleared. • Experience: Minimum 4 years of relevant experience in handling accounting and compliance in a manufacturing or textile company. • Proficiency in Tally ERP, MS Excel, and basic ERP accounting modules. • Strong working knowledge of Indian Accounting Standards, GST, TDS, and statutory compliances. • Ability to prepare financial statements and conduct basic financial analysis. 	

Soft Skills:

- Able to work closely with internal teams, vendors, and external consultants (e.g., CA firms, tax consultants).
- Good documentation and record-keeping abilities.
- Ability to generate and present reports for management decisions.
- Integrity, confidentiality, and problem-solving mindset.