

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:

- 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:

- 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.