

Job Title: Junior Accountant

Location: Rajhans Montessa, Near Dumas Road, Surat

Experience: 3+ years

Job Description:

We are looking for a **Junior Accountant** with 3+ years of experience to manage our accounting and administrative processes efficiently. The ideal candidate should be detail-oriented, responsible, and capable of handling multiple tasks with accountability.

Key Responsibilities:

- Manage day-to-day accounting using **Tally software**
- Handle **GST, TDS, and banking transactions** accurately
- Perform **data entry and financial record maintenance**
- Support the **Purchasing Department** with invoices and purchases
- Assist in **ticket booking processes** and other administrative tasks
- Ensure accuracy, timeliness, and accountability in all assigned tasks

Skills and Qualifications:

- Minimum 3 years of accounting experience
- Strong knowledge of **Tally ERP software**
- Basic understanding of **GST, TDS, and banking operations**
- Good data entry skills and attention to detail
- Ability to handle multiple tasks and administrative support work

Key Attributes:

- Accountability and reliability
- Organized and self-motivated
- Good communication and teamwork skills

How to Apply:

Interested candidates can send their resume to Radhika.sanghani@stratfix.com

