

# Job Description – Accountant

**Company Name:** Pratham Fabrics

**Location:** Plot No. 1040, Road No. 86, Sachin GIDC, Sachin, Surat

**Position:** Accountant

## Working Schedule:

- Monday to Saturday: 9:00 AM to 7:00 PM
- Sunday: Half Day
- Salary Range: 25000-30000
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## Preferred Candidate Profile:

- Local candidate from **Sachin or nearby area**
- **Gujarati** candidate preferred (3–4-year Experience)

## Roles & Responsibilities

- Handle **day-to-day accounting operations**, including billing, entries, and record maintenance.
- Prepare and issue **sales invoices, challans, and related dispatch documents** in coordination with sales and dispatch teams.
- Manage **job work billing**, including verification of material rates and timely preparation of bills.
- Maintain accurate records for **goods returns, credit notes, and debit notes**.
- Oversee **petty cash management**, cash transactions, and daily cashflow monitoring.
- Execute **bank-related activities** such as deposits, payments, and reconciliation of bank statements.
- Process **vendor and routine bill payments** as per company approval norms.
- Prepare **salary and payroll processing**, including attendance verification and deduction of advances where applicable.
- Prepare and maintain **broker bills** as per agreed terms and timelines.
- Compile and share required data for **GST compliance and filings** with the Chartered Accountant.
- Coordinate with **auditors and CA** during audits and provide necessary accounting records and documentation.
- Prepare and submit **MIS reports** related to receivables, payables, and fund flow on a regular basis and take follow up.
- Ensure accuracy, timeliness, and compliance in all accounting and administrative activities.

## Qualifications & Skills

- Bachelor's degree in commerce / accounting preferred
- Basic to working knowledge of **accounting principles, GST, and banking procedures**
- Experience with accounting software (Chandni) and **MS Excel**
- Good coordination, organizational, and follow-up skills