

## Job Description

### Senior Executive - Finance

#### 3 simple asks

- Expert knowledge of Tally.
- Strong Knowledge of Accounting Standards, Companies Act, Income Tax Act and about the digital industry is an added advantage.
- Procedural and Conceptual knowledge of GST to ensure compliance with the law.

#### What do we need

- Minimum Work Experience – 2-4 years. Agency Background is Preferred.
- Deep Understanding of Accounting & Financial Transaction.
- Good with number crunching, MS Office and has an eye for detail.

#### If onboard, what will your day look like

- Proactively participating in the financial and internal control policy implementation of the company.
- Comprehensively maintaining the books of accounts of the company and recording accounts payable and accounts receivable.
- Ensure compliance with relevant accounting standards, income tax laws, GST laws and company law.
- Organize, secure, and maintain all files, records, cash and cash equivalents in accordance with policies and procedures and reconciliation of all expenses and following up with internal team for invoice submission.
- Monitoring and recording the expenditure on real time basis to identify possible leakages.
- Ensuring effective Co-ordination with Team on Invoices/ Ledgers/ Payments/ GST queries etc.
- Liaising with Banks for various banking requirements, documentation and queries
- Vendor/Client creations in database, Ledger reconciliation & obtain balance confirmation.
- Preparation of MIS as per the requirement of the management and Imprest Management.
- Preparation and Finalisation of Financial Statements and Books of Accounts and assist for handling Statutory Audits, Assessment.

 White Rivers Media, Sahney Compound, Above DHL, Next to Vidyavihar Station West, Mumbai.