



About Us

Igniting an emotional spark in a consumers' mind is one of the hardest things to do in marketing. But understanding a consumers' day-to-day journey and creating plug-ins for consumer engagement is a great first step & we help brands do that right by creating , measuring and amplifying B2B & B2C integrated marketing solutions to understand consumer behaviour via our market-led, customer-driven / channel-driven engagement, incentive, loyalty & reward programs.

Accounts / Finance Executive

Experience: 2 – 3 years | **Opening(s):** 1 | **Locations:** Mohali

About the Role

Managing account portfolio and supervising account executives' team also responsible for performing day-to-day account work which may include- drafting a wide range of written materials, coordinating events, maintaining client and media contact, managing projects performed with and by others and supervising more junior staff. You will be responsible in processing Invoices, resolving missed payments, updating financial records. Also, maintaining financial security by adhering to internal accounting controls.

Education

Any Commerce Graduate / Postgraduate from a Reputed Institute /Semi-Qualified CA (Drop out case only) / M. Com/ MBA (Finance) along with 2-3 years of experience. Should have outstanding written and oral communication skills with experience in qualitative and quantitative research methods. Ideally, should have superior business and negotiation skills.



Sounds like you?

Outstanding negotiation and consultative features having keen interest in accounts and market research. Excellent leadership and management skills who pursues strong analytical and problem-solving competencies along with effective written and oral communication skills.

What Do We Expect

- 2-3 years of relevant experience of book keeping (preferably in on ZOHO Book's / Quick book' or Similar Modern Book Keeping tools)
- Sound Knowledge of GST
- Proficient in Word, Excel, PowerPoint
- Experience in maintain accounting ledgers by timely posting transactions.
- Closing of Books of Account on Monthly Basis.
- Handling, Monitoring & Vetting of Receivables / Collections & Payables.
- Consolidation of Financial Statement in Compliance / Reporting
- Sound Knowledge on Income Tax Rules and Updates , ESI / PF Rules
- Strong analytical , negotiation skills , proactiveness & ability to work under pressure

What Would You Be Doing

- Preparation & Maintaining the Statutory Books of Following Best Practices
- Work Independently / as cross functional team
- Manage journal entries, invoices etc. and reconcile accounts on Daily Basis
- Timely Submission of Government Returns and Reports TDS , ESI , PF , GST
- Reconciliation of Bank Accounts on Daily
- Monthly Closure of books of accounts.
- Make Provision & Reconciliations Statements
- Making online payments to vendors . employees via approval process
- Keep Close on Timely Payment for Office Utility Bills
- Help in development of reports for management (on monthly basis)
- Preparation & submission of MIS as required
- Working on CRM software(s) and MS Office (particularly MS Excel)

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hello