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| Current Designation: | Accountant Executive | Proposed Designation | |
| Department/Group: | Finance | Occupied by | |
| Location: | Mumbai – Kandivali | Position Type: | Full-Time |
| Reporting Relationship | | | |
| Reports to: | Director | Positions Supervised | None |
| Internal Relation: | Accountants, Finance | External Relation: | Finance |
| Mandatory Skills: | | | |
| Behavioral | | Functional | |
| <ol style="list-style-type: none"> 1. Proactive 2. Persuasive 3. Empathy 4. Keen to learn 5. Good Communication & networking skills | | <ol style="list-style-type: none"> 1. Accounts Process 2. Understand the All Akshar Finance process 3. Understand the current product portfolio | |
| Job Description | | | |
| <p>Role and Responsibilities:</p> <ul style="list-style-type: none"> • +Should know about the Finance Process. • PT Filling, Salary processing via NEFT online and offline, Bank reconciliation, Vendor Payment, Utility payments, GST Filling, manual cheque preparation & Other Accounting activities ensure quick closures of potential candidates <p>Education & Experience:</p> <ul style="list-style-type: none"> • Education: Minimum Graduate • Experience: 2Years & above <p>I have read and discussed the above and I fully understand the description of my job and agree to abide by this description of my duties.</p> | | | |

