

We at **INDO KOREA Science and Technology Center (IKST)**, are in the look out of Senior Accountant for our Bangalore Center.

Desired

- Commerce graduate with 3 to 6 years of exposure in end to end accounting
- Proven exposure in Tally
- Knowledge of Not for profit accounting will be a plus
- Prior experience of working with Auditors, income tax authorities and working knowledge of GST is mandatory
- Manageable English & Kannada
- Willingness to handle multiple responsibilities related to accounting, audit and admin support

Tentative responsibilities:

- Maintaining records in accordance with the accepted auditing standards
- Preparing and maintaining all Accounts related files like Cash/ Cheque payment bills, Vouchers, Purchase Orders, Quotation etc.
- Vouching of Receipt and payment, Income and expenditure
- Preparation of Bank Reconciliation Statement
- Maintaining and reconciling the general ledger
- Preparation of TDS statements, asset and inventory list
- Preparation of all Cheque Payment, Cash Payment and Journal vouchers with proper and detailed explanations
- Implementing financial policies and procedures
- Maintaining and coordinating the implementation of accounting control procedures
- Preparing details and records related to profession tax, GST and any other
- Preparing documents for all audit and statutory compliances
- Pay roll processing
- Preparing monthly financial statements
- Preparing quarterly reports and report on variances Timely closure of all statutory books of accounts
- Assisting with the annual audit.
- Act as single point of contact for ROC, Income tax assessments
- Maintaining all statutory agreements

Note:

- We work weekly 5 days, 9 AM to 5:30 PM
- Compensation: according to exposure and experienced, In par with market standards

Send your profiles to careers@ikst.res.in by 12th October, 2018.

We will have a telephonic assessment with the shortlisted candidates by 20th October, 2018