Accounts Executive

Description

We are hiring a detail-oriented **Accounts Executive** to manage financial transactions, maintain records, and ensure compliance with accounting standards.

Responsibilities

- Prepare and maintain financial statements and reports.
- Handle accounts payable and receivable.
- Assist with budgeting and financial analysis.
- Ensure compliance with taxation and regulatory requirements.
- Support internal and external audits.

Qualifications

- Bachelor’s degree in Accounting, Finance, or related field.
- 1–2 years of experience in accounts or finance preferred.
- Strong analytical and problem-solving skills.
- Proficiency in MS Excel and accounting software (e.g., Tally, QuickBooks).
- High attention to detail and accuracy.

Employment Type
Full-time

Beginning of employment
Immediate

Job Location
Thrissur, kerala, india

Working Hours
9:00 AM – 6:00 PM

Base Salary
₹ 30000 - ₹ 35000

Date posted
August 18, 2025