

## **JD of Sr. Executive Accounts**

<b>Job Title: Sr. Executive</b>	<b>Reporting Authority:</b> Sr. GM F&A
<b>Location: Delhi, Mahipalpur</b>	<b>Job Function: Accounts &amp; finance</b>

### **Key responsibilities**

- Day to day accounting, Banking, MIS etc
- Handling project accounting
- Bank reconciliation & party account reconciliation
- Handling Cash & Bank Payments
- Interacting with site and H.O staff
- Tax compliance under income tax & service tax.
- Any other work assigned by management from time to time.

### **Qualification criteria:**

- CA Inter with article ship from a reputed CA firm.
- 3-5 years of post article ship experience
- Good Working knowledge of Tally & Ms Office (Word, Excel)
- Awareness of GST

Kindly Submit Your CV at: [hr.del@pristineanalytics.com](mailto:hr.del@pristineanalytics.com)