

Job Description

Titles	Description
Job Title	Executive - Accounts
Department	Finance & Accounts
Company Name	Cusec Consulting LLP
Location	Gurugram
Company Overview	A Dynamic group of professional, having corporate and professional experience of more than two decades individually and committed create a benchmark in Process Outsourcing Industry.
Job Summary	We are seeking a detail-oriented and organized Executive-Accounts to join our Finance & Accounts Team. The ideal candidate will be responsible for day-to-day bookkeeping, accounting tasks, raising invoices to clients, recording vendors' invoices and processing their payments, and finalizing books of accounts. The Accounts Executive will also be responsible for managing GST deposits, filing returns, and preparing Management Information System (MIS) reports.
Key Responsibilities	1. Bookkeeping and Accounting: a. Maintain accurate financial records and transactions in compliance with accounting principles. b. Perform daily bookkeeping tasks including data entry, journal entries, and ledger management. 2. Invoicing: a. Prepare and issue invoices to clients in a timely manner. b. Follow up on outstanding invoices to ensure prompt payment. 3. Vendor Management: a. Manage relationships with vendors and ensure timely processing of their payments. b. Verify and reconcile vendor statements against accounts. 4. Audit Handling: a. Assist with audit queries by providing necessary documentation and explanations. b. Support the finalization of books of accounts at the end of each financial period. 5. GST Compliance: a. Handle GST-related tasks including deposits and the filing of GST returns.

	b. Ensure compliance with relevant tax regulations and deadlines. 6. MIS Preparation: a. Prepare regular MIS reports to facilitate informed decision-making. b. Analyze financial data and provide insights on performance and trends. 7. Collaboration: a. Work closely with other departments to support financial operations and resolve any discrepancies. b. Collaborate with the finance team to improve processes and reporting.
Key Skills	1. Core Accounting & Bookkeeping Skills: Strong knowledge of Accounting Principles (GAAP / Ind AS basics), double-entry accounting, journal entry posting & ledger maintenance, Bank/cash/general ledger reconciliation, Month-end and year-end book closure support, error-free record keeping, accruals, prepayments, provisions; 2. Accounting Software & Tools Knowledge: Hands-on experience with Tally / Tally Prime / ERP systems, Excel / Google Sheets, billing and invoicing software, digital documentation & audit trails; 3. GST & Tax Compliance Skills: Knowledge of GST laws and applicability, Preparation and filing of, GSTR-1, GSTR-3B, GSTR-2B reconciliation, GST payment challan preparation, Reconciliation of books vs GST returns, Tracking GST notices, mismatches & deadlines, Coordination with consultants / CA for complex matters; 4. Audit Handling & Statutory Support: Ability to prepare audit schedules & supporting documents, responding to audit queries clearly and accurately, finalization support for trial balance & financial statements; 5. MIS & Financial Reporting Skills: Preparation of monthly MIS reports, revenue, expense, and variance analysis, presentation of data in clear, management-friendly format, understanding of budgets vs actuals; 6. Communication and Collaboration Skill
Qualifications	1. Bachelor's degree in commerce or related field; 2. Minimum 3 years of experience in Accounting & Bookkeeping.
What is offered	1. Competitive salary; 2. Opportunities for professional development and career advancement;

	3. A dynamic and collaborative work environment.
How to Apply	Interested candidates are invited to update their profiles and resume along with cover letter outlining their qualifications and experience on the Career Section https://cusecconsulting.com/careers.php on our Website https://cusecconsulting.com/ .