



Job Description

Accounts Manager

About the job:

The Accounts Manager will be responsible for building and establishing efficient system of ensuring timely and accurate GST compliance across various States, analyse the existing system and processes followed for managing the compliances and suggest improvements, analyse sales, purchase, input tax and out tax liability data with the objective of optimizing GST credit accumulation.

KRA's:

1. Filing of returns, Input Tax Credit Reconciliation, Payment of GST, oversee and ensure timely compliance.
2. Lead periodic reconciliation of the sales purchase and input tax credits declared in the GST returns with the books of accounts and take pre-emptive steps to reduce points of reconciliations in coordination with F&A and business teams.
3. Manage preparation of GSTR 9 and 9C and proactively ensure that all open points are suitably resolved before filings.
4. Track important legislative changes in GST, discuss within the team and take proactive required steps.
5. Actively support various GST and legacy VAT assessments by providing necessary information to the team members, must take steps to highlight criticality of data and documents.
6. Correctly interpreting the law, notifications etc and advice business and locations.
8. Knowledge of TDS and Applicable provision and able to prepare returns independently.
9. MIS Preparation of large number of data and able to handle the finalisation of Accounts.

Requirements:

1. Qualification - CA Inter
2. Should have at least 1-2 years of working experience as an Article in a well established firm.
3. Ability to work independently.



4. Excellent numeracy and communication skills.
5. Ability to work with a high level of accuracy within tight deadlines.
6. Should have handled a team of minimum 5 people.