



312, Vasan Udhog Bhavan, Sun Mill Compound, Lower Parel, Mumbai - 400013

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## Job Description – Account Executive

**Reporting to : Head Finance & Accounts**

### **About CAI Store**

The CAI Store was launched in 2015 with the sole purpose of providing fashionable and modest footwear that is manufactured without the use of leather, with contemporary styles and a compassionate virtue warranting the tagline - “handmade with love.” Remaining true to their homegrown and bespoke sensibilities, the CAI store offers customization keeping in mind the eclectic tastes of the clientele. CAI believes in prioritizing customer satisfaction to create fashion-forward styles with impeccable quality.

To become a household name in the entire country, by having Cai on every woman's feet. To grow 10 fold in the next 2 years by being present in a big way online and offline. Introducing new categories to broaden our horizon and portfolio. To be the leader in our own space and category.

Website: <https://thecaistore.com/>

Insta handle: <https://www.instagram.com/thecaistore/?hl=en>

We are looking for an Accountant to manage all financial transactions, from fixed payments and variable expenses to bank deposits and budgets.

### **Roles & Responsibilities :**

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Identify areas for improvement and implement improvements to processes

**Requirements and Skills :**

- 3 to 4 years of work experience as an Accountant
- Excellent knowledge of accounting regulations and procedures
- Demonstrate intermediate to advanced skills and knowledge of Excel, as well as other Microsoft Office applications
- Thorough knowledge of general ledger accounting and account reconciliation

**Qualification :**

- Master's degree in tax, accounting, or finance, CA Intern

**Location :** Lower Parel, Mumbai