

Job Description

Accountant | Purchase | Admin

JOB 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
- Propose improvements to the current purchasing system that will improve vendor relationships and lower the cost of doing business
- Collaborate with inventory control and sales to develop metrics for gauging inventory level needs and then maintaining those levels throughout the year
- Take the lead in creating profitable ways to manage obsolete and slow-moving stock to help offset losses
- Manage the company's day-to-day purchasing activities and ensure that all purchasing are meeting their personal performance standards
- Assist in developing more effective invoicing and collecting processes
- Provide technical and logistical support for all administrative personnel

QUALIFICATION:

- B.Com/M.Com in finance (01-02 years of Experience)
- Is willing to be a part of the Advanced Digital PrimaryCare System of India
- Is willing to handle multiple roles - Accountant, Purchase and Admin

JOB TYPE:

Full-Time

SALARY RANGE:

INR 20,000 to 25,000/Month

LOCATION:

Ahmedabad, Gujarat

CONTACT DETAILS:

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