***Executive- Account (Full Time Role)***

***Sanjan (Umbergaon – Vapi), Gujarat***

**ABOUT UNITILE:**

Unitile is India's #1 Raised Access Flooring Brand. With over 25 years of experience, Unitile provides successful and efficacious access flooring solutions to the modernized world by comprehensively understanding the workplace environment. With exceptional product quality and an unsurpassed technical support services, Unitile is successfully redefining the structure of today’s ever-evolving workspaces with over 15,000+ clients globally.

**Key Responsibility:**

* Verifying and maintaining GST data.
* Reconciliation of ITC with GSTR - 2A / 2B reports on monthly basis.
* Follow up with vendors for regularizing defaults in upload of invoices or filing of GST returns to ensure zero leakage of ITC.
* Filing of GST returns on monthly & annual basis.
* Following up with consultant for filing of GST returns within the time frame.
* Monthly coordination with branch accountants.
* Pass accounting entries with regards to GST.
* Complying with audit requirements & providing the data to the auditors as & when required.
* Take up any other responsibility assigned from time to time.

**REQUIRED SKILLS, QUALIFICATION AND EXPERIENCE:**

**Skills:**

* Having fair knowledge of GST law.
* Accuracy in maintaining GST data.
* Should possess fair knowledge of accounts
* Disciplined.
* Good communication Skill.

**Qualification and Experience:**

* M.Com or similar Postgraduate degree.
* 3 + years of experience into a similar role.

Salary would be in line with the experience

***IT’S MUCH MORE THAN WORK HERE AT UNITILE!***