

Senior Accountant – Accounts & Finance (Full Time Role) **Umbergaon, Vapi India**

ABOUT UNITILE:

Unitile is India's No.1 raised access floor brand and is awarded the prestigious rising brand of Asia in 2021.

We have helped 15,000 + businesses embrace change by creating future-ready workspaces with our intelligent access flooring and data center solutions. Keeping sustainability and innovation as the core of our manufacturing efforts, we use state of the art machinery and automation to increase our global footprint and redefine flooring technology.

Our team has young and dynamic leaders who are building a future of shared success as we work towards our vision of becoming the world leader in raised access floor systems.

KEY RESPONSIBILITIES:

- To process all vendor payments / invoices on time - includes travel settlements and admin expenses as per company policy.
- Manage all accounting transactions using in-house software called milestone
- Computing & Filing of all returns such as PT, PF, ESIC, GST, and TDS etc. and others statutory compliance within time.
- Compliance Management, Preparation of various reports to ensure 100% Compliance
- Maintaining and reconciliations of customer vendor accounts.
- Reconcile accounts payable
- GST R – 1 Filing
- GST R – 2 B Reco
- GST R – 3 B Data Preparation
- Complying data for GST R – 9 A & 9 C
- Handling audit related work
- To process payroll of contract employees
- Handle administrative works
- Supervising day-to-day operations of the administrative department and staff members.
- Ordering and maintaining stationery.
- Courier Management.
- Planning, scheduling, and office events, including meetings, conferences, interviews, orientations, and training sessions in coordination with HR and admin team.
- Manage all the Administration related works on daily basis.
- Inventory management at Branch level and prepare variance analysis on quarterly basis.

Skills:

- Excellent knowledge of MS Office (especially Excel)
- Good organizational and multi-tasking abilities
- Number Crunching skills
- Ability to work independently and as a part of a team
- Honest, Hardworking and dedicated
- Organized and self-starter
- Strong understanding of Accounting Software

Qualification and Experience:

- Qualification : B-COM\ M-COM\ MBA - Finance & tally must
- 5 + years of experience in General Accounting related to manufacturing industry
- Only Male Candidates from Manufacturing industry can apply

Salary would be in line with the experience

IT'S MUCH MORE THAN WORK HERE AT UNITILE!