

## Accountant

Team Computers Pvt. Ltd.  
Gurgaon

Having minimum 5 years of Experience in Finance and Accounts.

Process month and end year process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, Banking, budgeting, cash forecasting, revenue and expenditure, variance analysis, trust account statement reconciliations, check runs, fixed asset activity, initiating corrective actions.

Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data, preparing special reports.

Monitor and analyse accounting data and produce financial reports or statements.

Establish and enforce proper accounting methods, policies and principles.

Coordinate and complete annual audits.

Provide recommendations.

Improve systems and procedures and initiate corrective actions.

Assign projects and direct staff to ensure compliance and accuracy.

Meet financial accounting objectives.

Establish and maintain fiscal files and records to document transactions.

Advanced computer skills on MS Office. Knowledge in accounting software Navision will be preferred.

Proven knowledge of accounting principles, practices, standards, laws and regulations

Salary:INR 4,00,000 - 7,00,000 P.A

Industry:[IT-Software](#) / [Software Services](#)

Functional Area:[Accounts](#) , [Finance](#) , [Tax](#) , [Company Secretary](#) , [Audit](#)

Role Category:Accounts

Role:Financial Accountant

### Keyskills

[Accounts Payable](#)[accounts receivable](#)general ledger[ap](#)[argl](#)[payables](#)cash receipts**[budgeting](#)**cash forecastingexpenditure**[revenue](#)**[reconciliations](#)fixed assetAccounting dataauditscomplianceaccounting principles

### Desired Candidate Profile

Education-

UG:Any Graduate - Any Specialization, Any Specialization

PG:Any Postgraduate - Any Specialization, Any Specialization, Post Graduation Not Required

