

Junior Accountant

Red Lizard Studios pvt. Ltd.

0 - 2 yrs

Chandigarh

Job Description

- Maintains **financial** records for subsidiary companies by analyzing balance sheets and general ledger **accounts**.
- Reconciles general and subsidiary **bank accounts** by gathering and balancing information.
- Provides **financial** status information by preparing special **reports**; completing special projects.
- Corrects errors by posting adjusting journal entries.
- Maintains general ledger **accounts** by reconciling **accounts** receivable detail and control **accounts**; adjusting entries for amortizations prepaids; analyzing and reconciling retainage and **accounts** payable ledgers; preparing fixed asset depreciation and accruals.
- Secures **financial** information by completing database backups; keeping information confidential.
- Maintains **accounting** controls by following policies and procedures; complying with federal, state, and local **financial** legal requirements.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Accomplishes **accounting** and organization mission by completing related results as needed.

Salary:Not Disclosed by Recruiter

Industry:IT-Software / Software Services

Functional Area:IT Software - Application Programming , Maintenance

Desired Candidate Profile

Education-

UG:B.Com - Commerce

PG:Post Graduation Not Required

Recruiter Name:Poornima

Contact Company:Red Lizard Studios pvt Ltd