

Senior Executive/Assistant Manager F&A

Location: Andhra Pradesh, Karnataka, Mumbai, Karnataka

Key Responsibilities:

- Handling end-to-end bookkeeping, accounting etc.
- Bills and voucher verification, approval, and reconciliation of vendor balances.
- Managing and overseeing the daily operations of the accounting department.
- Ledger Scrutiny & provisioning of pending periodical expenditure.
- Ensure timely closure of monthly books of accounts.
- Preparation of monthly MIS reports and other reports as per management requirements.
- Preparation of Annual Budgets.
- Review of general ledger and analysis of variance with budgets.
- Banking, payments, and reconciliation of books with the Bank.
- Revenue reconciliation with toll reports.
- Knowledge of Tax laws
- Direct and Indirect, Labor Laws and other related applicable Laws to construction and maintenance activities.
- Follow compliance with applicable statutory provisions PF, ESIC, GST & TDS Payment process etc.
- Coordination with Head Office on various matters.
- Prepare and maintain cash flow analyses as needed.
- Preparation of Financial statements.
- Handling Statutory Audits, Internal Audits, and Risk Audits.
- Handling of Site administrative activities as described by Management.

Technical & Soft Skills:

- Any ERP (preferably SAP)
- Very good exposure to Excel, Powerpoint and high analytical skills.
- Good understanding of accounting & systems.
- Excellent verbal and written communication skills.
- Team Management

Educational Qualification: B.COM / M.COM

Experience: 3 to 8 years of experience in the highway industry will be highly preferred.