

## **Job Description – Accounting Analyst**

Department: Finance and Accounts

Location: Kanpur

Employment Type: Full-time

### **Job Purpose**

To support the Finance Manager in maintaining accurate financial records, ensuring compliance with accounting standards, and assisting in the preparation of financial reports to support business decision-making.

### **Key Responsibilities**

- Perform journal entries, maintain and reconcile general ledger accounts, and assist in month-end and year-end closing processes
- Record day-to-day financial transactions to ensure all business transactions are recorded
- Support internal and external audits by providing necessary documentation and explanation
- Assist in the development of budgets and financial forecasts, and monitor actual performance against these targets
- Handle accounts payable and receivable activities, Process invoices, employee reimbursements, payroll processes, customer billing and collections
- Maintain proper documentation of financial records for easy retrieval and compliance

### **Qualifications & Skills**

- Bachelor's degree in Commerce / Accounts / Finance
- 1–3 years of experience in accounting/finance roles.
- Strong knowledge of accounting principles
- Proficiency in Microsoft Excel, Word, Powerpoint and ERP (e.g., Tally, Busy, SAP etc).
- Attention to detail, analytical skills, and ability to work independently and as a part of team under deadlines.
- Good communication skills.