

Job Title: Accounts Executive /Assistant

Department: Finance & Accounts

Location: Delhi- Jahangirpuri

Reporting To: Accounts Manager

Industry: Service Provider

Job Summary:

We are seeking a detail-oriented and proactive Accounts Executive to manage daily accounting and financial activities of our solar installation projects. The ideal candidate will ensure accurate financial reporting, compliance with statutory regulations, and support in budget planning and cost management.

Key Responsibilities:

- Maintain day-to-day accounting records including entries in Tally or ERP software.
- Prepare and manage invoices, payment vouchers, and receipts related to solar projects.
- Handle accounts payable and receivable; ensure timely payments and collections.
- Reconcile bank statements and manage cash flow.
- Monitor project-wise cost tracking and prepare expense reports.
- Support in preparing GST returns, TDS, and other statutory filings.
- Assist with audits, internal checks, and financial analysis.
- Maintain proper documentation for vendor payments and client billing.
- Generate financial reports for management review.

Key Skills & Competencies:

- Good knowledge of accounting principles and standards.
- Proficiency in accounting software (Tally, Zoho Books, or any ERP system).
- Strong knowledge of GST, TDS, and other statutory compliances.
- Attention to detail and accuracy.
- Strong analytical and problem-solving skills.
- Ability to work independently and meet deadlines.
- Excellent communication and coordination skills.

Qualifications:

- Bachelor's degree in Commerce / Accounting / Finance.
- Minimum 2–4 years of experience in accounting, preferably in construction, EPC, or solar industry.

Preferred:

- Familiarity with project accounting and contract billing.