# Job Description: Accounts Executive

Position: Accounts Executive

Department: Finance & Accounts

Location: Thane

Reports to: Accounts Manager

## Key Responsibilities:

* Maintain day-to-day accounting records including vouchers, invoices, and receipts.
* Handle accounts payable and receivable functions with accuracy.
* Record and reconcile stock & inventory transactions in books of accounts.
* Monitor stock movement (inward, outward, returns) and match with physical inventory.
* Assist in periodic stock verification and prepare reconciliation reports.
* Ensure accurate valuation of inventory as per accounting standards.
* Prepare GST, TDS, and other statutory compliance reports.
* Reconcile bank statements, vendor accounts, and customer accounts.
* Generate MIS reports including stock & inventory statements for management.
* Support in budgeting, forecasting, and internal/external audits.

## Qualifications & Skills:

* Bachelor’s degree in Commerce, Finance, or related field
* 1–3 years of experience in accounting, preferably with exposure to inventory management.
* Working knowledge of Tally with inventory modules.
* Good understanding of stock valuation, costing, and inventory control systems.
* Strong knowledge of GST, TDS, and compliance requirements.
* Proficiency in MS Excel
* Attention to detail and ability to meet deadlines.