



<https://karnipuna.com/careers/accounts-executive/>

## Accounts Executive

### Description

We're hiring an **Accountant Executive** at Kar Nipuna! Join our dynamic team and take on a pivotal role in managing financial operations, ensuring smooth compliance, and overseeing regulatory filings for a wide range of clients across various industries.

We are looking for an Accountant to manage all financial transactions, from fixed payments and variable expenses to bank deposits and budgets.

Accountant responsibilities include reconciling bank statements and calculating tax payments and returns.

At Kar Nipuna, we're all about innovation and collaboration, striving to achieve outstanding results together. We're looking for a detail-oriented and proactive Accountant Executive to help drive our financial success and contribute to the overall growth of the company.

### Responsibilities

- Coordinating accounting functions and programs.
- Preparing financial analyses and reports.
- Preparing revenue projections and forecasting expenditure.
- Assisting with preparing and monitoring budgets.
- Maintaining and reconciling balance sheet and general ledger accounts.
- Assisting with annual audit preparations.
- Investigating and resolving audit findings, account discrepancies, and issues of non-compliance.
- Preparing tax returns.
- Contributing to the development of new or amended accounting systems, programs, and procedures.
- Performing other accounting duties and supporting junior staff as required or assigned.
- Should be proficient in filing GST, TDS, ESI, PF Returns.
- Working knowledge of tax laws.
- Should be able to handle all banking activities.
- Strong financial analysis skills.
- Strong communication skills, both written and verbal.
- Strong organizational and stress management skills.
- Proficiency in Microsoft Office, particularly with Excel.
- Ability to train and manage staff.
- Ability to work with little to no supervision.

### Qualifications

- 3 – 5 year of Work experience as an Accountant
- Bachelor's degree in accounting or finance required.
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Hands-on experience with accounting software like Tally, Focus

### Hiring organization

Kar Nipuna

### Employment Type

Full-time

### Industry

Accounting and Finance

### Job Location

Hyderabad, Telangana

### Working Hours

9:30 – 6:30

### Experience

1 – 4 Years

### Date posted

February 4, 2025

- Experience with general ledger functions
- Strong attention to detail and good analytical skills