



<https://knadvisors.pro/careers/accounts-executive/>

## Accounts Executive

### Description

We are seeking a dedicated and experienced Accountant Executive to join our team at Karnipuna Advisors Pvt.Ltd. The ideal candidate will have a strong background in finance or accounting and will be responsible for handling various accounting tasks and supporting our financial operations. This role requires attention to detail, high personal responsibility, and exceptional communication skills.

### Job Location

Hyderabad

### Responsibilities

- Maintain proper records of input tax credit (ITC) and reverse charge transactions.
- Coordinate with vendors and clients on GST and TDS-related issues. Perform bank reconciliations and assist in general ledger maintenance.
- Support senior accountants in audits and tax assessments.
- Reconcile GST and TDS ledgers with the books of accounts and government portals. Prepare invoices in compliance with GST regulations.
- Maintain proper records of input tax credit (ITC) and reverse charge transactions.
- Coordinate with vendors and clients on GST and TDS-related issues. Perform bank reconciliations and assist in general ledger maintenance.
- Support senior accountants in audits and tax assessments.

### Experience

3-6 years experience in similar role.

### Skills

- 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 work with little to no supervision

### Hiring organization

KN Advisors

### Employment Type

Full-time

### Working Hours

9:30 AM- 6:30 PM