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Junior Accounts Executive

Description

Seeking a Junior Accounts Executive with 1–2 years of experience to support accounting, reconciliations, GST/TDS compliance, and financial reporting. The ideal candidate should have good knowledge of accounting principles, MS Excel, and accounting software, with strong attention to detail.

Responsibilities

- Handle day-to-day accounting and bookkeeping activities.
- Record sales, purchases, receipts, payments, and journal entries.
- Prepare bank, vendor, and customer reconciliations.
- Assist with GST, TDS, and other statutory compliance.
- Support monthly closing and MIS reporting.
- Verify invoices and maintain proper accounting records.
- Assist in audit and documentation activities.
- Coordinate with internal teams for accounting-related requirements.

Locations

1. Hyderabad
2. Vizag

Qualifications

B.Com/M.Com/Finance/Accounting or equivalent.

Skills

- Basic knowledge of Accounting, GST, TDS, and MS Excel.
- Knowledge of Tally/ERP software is preferred..
- Strong attention to detail and willingness to learn.

Hiring organization

KN Advisors

Employment Type

Full-time

Industry

Accounting and Finance