



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

## Junior Accounts Executive (Hyderabad)

### Description

At KN Advisors, we are a leading business consulting firm focused on helping organizations enhance their strategic decisions, streamline operations, and improve financial performance. Our expert team collaborates with clients from various industries to provide actionable insights, guiding them toward greater success.

The Junior Accountant role will involve working closely with senior finance team members to execute transactional accounting, maintain documentation, and support reporting, while ensuring compliance with internal processes and statutory requirements.

### Job Location

Hyderabad, Telangana

### Responsibilities

#### Transactional Accounting

- Record daily transactions (purchases, sales, expenses)
- Maintain documentation and accurate ledger entries

#### Accounts Payable & Receivable

- Process invoices and track vendor payments
- Support receivables and reconcile balances

#### Bank & Cash Management

- Perform bank reconciliations
- Track receipts/payments and maintain records

#### Expense & Cost Tracking

- Monitor project and department-wise expenses
- Allocate costs to appropriate centers

#### Compliance & Documentation

- Assist with GST, TDS, and statutory requirements
- Maintain proper financial records and filings

#### Coordination

- Work with procurement, operations, and admin teams
- Ensure smooth flow of financial information

### Skills

#### Functional Skills

### Hiring organization

KN Advisors

### Employment Type

Full-time

### Industry

Prior experience in a manufacturing or project-based environment will be an advantage

### Working Hours

9:30AM – 6:30PM

- Basic knowledge of accounting principles
- Familiarity with tools like Zoho Books, Tally, SAP
- Understanding of GST, TDS, and compliance basics

### **Behavioral Competencies**

- Strong attention to detail and accuracy
- Good communication skills (English)
- High integrity and work ethics
- Ability to follow processes and meet deadlines
- Proactive and willing to learn

### **Experience**

0-3 years of experience

### **Qualifications**

B.Com / BBA / M.Com / MBA (Finance)