



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

Junior Accounts Executive (Chennai)

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

Chennai, Tamilnadu

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)