



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

Junior Accounts Executive

Description

We are seeking a detail-oriented and motivated Junior Accounts Executive to support our accounting team in maintaining accurate financial records, GST-related compliance and reporting. This entry-level position is ideal for candidates with basic experience in accounting and a desire to grow in the field.

Job Location

Hyderabad

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.

Qualifications

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

Experience

- 1-3 years of experience in a similar role

Hiring organization

KN Advisors

Employment Type

Full-time

Working Hours

9:30AM – 6:00PM

Date posted

July 22, 2025