

Account Executive

Responsibilities:

The Accounts Executive is responsible for managing financial transactions, ensuring timely bill payments, and maintaining effective communication with vendors. This role requires expertise in accounting software such as SAP & ERP, proficiency in Microsoft applications, and strong communication skills.

Key Responsibilities:

- Record financial transactions in the general ledger and ensure proper documentation.
- Prepare and issue invoices to clients accurately and promptly.
- Monitor and follow up on outstanding invoices to facilitate timely payments.
- Support in the preparation of TDS/TCS workbooks and assist in accurate filing of tax returns.
- Communicate with vendors to ensure smooth transactions and uphold positive relationships.
- Assist in maintaining accurate and updated financial records through daily bookkeeping activities.
- Manage financial records, including journal entries, general ledgers, and financial statements.
- Reconcile accounts, such as bank statements and vendor accounts for debtors and creditors.
- Responsible for filing GST Returns and conducting accurate GST reconciliation process.
- Ensure accurate and timely entry of invoices, bills, and receipts into the accounting system.
- Coordinate with vendors to receive invoices and ensure timely payment processing.
- Monitor payment schedules and adhere to payment deadlines to maintain positive vendor relationships.
- Communicate effectively with vendors to address inquiries, resolve discrepancies, and negotiate favorable payment terms when necessary.
- Build and maintain positive relationships with key vendors in the industry.
- Utilize accounting software such as SAP and ERP for recording, reconciling, and analyzing financial data.
- Generate financial reports to provide insights into the financial health of the organization.
- Proficient in using Microsoft Excel for financial analysis, budgeting, and data management.
- Knowledge of other Microsoft applications, such as Word and Outlook, for effective communication and documentation.
- Ensure compliance with financial regulations and company policies.
- Maintain accurate and organized financial records for audit purposes.

Qualifications and Skills:

- Bachelor's degree in Accounting, Finance, or a related field.
- Previous experience in the diamond or jewellery industry is highly desirable.
- Proficiency in SAP & ERP.
- Strong knowledge of Microsoft applications, especially Excel.
- Excellent communication and interpersonal skills.
- Attention to detail and accuracy in financial record-keeping.