



**Job Title:** Executive Finance

**Qualification:**

Bcom/Mcom/ MBA finance.

**Experience:**

Candidate must have 2 years of work experience in accounting domain.

**Technical Skills:**

- Voucher preparation.
- Hands on experience in day to day accounting.
- Basic knowledge on service tax and sales tax.
- Basic knowledge on TDS provisions

**Soft Skills:**

- Go getter.
- Good oral and written communication.
- Pleasing personality.
- Knowledge on MS office.
- Working knowledge on any accounting package.

**Job profile:**

- He will be responsible for the Company's, Accounts payable and employee reimbursement.
- Processing payroll, knowledge on statutory requirement relating to payroll. ( like PF, ESI...)
- He will be responsible for accounting function, data entry to ERP.
- Monthly TDS Payments and filling quarterly e-TDS returns.
- Making month end provisions

Send an email together with a detailed CV to [recruiter-india@cordys.com](mailto:recruiter-india@cordys.com)