Job Description – Accounts Manager

Experience: 10–15 Years

Work Location: Mangalore

Job Responsibilities:

- Manage the overall accounting and finance operations of the company.
- Supervise daily accounting activities, including accounts payable, receivable, and general ledger.
- Prepare and review financial statements, balance sheets, and profit and loss accounts.
- Handle GST, TDS, Income Tax, and other statutory compliances.
- Manage monthly, quarterly, and annual financial closing activities.
- Monitor cash flow, budgets, expenses, and financial planning.
- Ensure timely bank reconciliation and vendor/customer account reconciliation.
- Coordinate with auditors, banks, consultants, and statutory authorities.
- Ensure accurate maintenance of books of accounts and financial records.
- Monitor outstanding payments, receivables, and vendor payments.
- Lead and supervise the accounts team.
- Support management with financial reports, analysis, and decision-making.
- Ensure compliance with applicable accounting standards, tax laws, and statutory requirements.

Required Qualifications & Skills:

- B.Com / M.Com / MBA in Finance or an equivalent qualification.
- 10–15 years of relevant experience in accounting and finance.
- Strong knowledge of GST, TDS, Income Tax, and statutory compliance.
- Proficiency in Tally ERP / Tally Prime and MS Excel.
- Experience in financial reporting, budgeting, auditing, and cash flow management.
- Strong leadership, analytical, and problem-solving skills.
- Good communication and team management abilities.

Interested candidates can share their updated CV.