

**Job Title:** Accountant

**Location:** Kolhapur

**No. of Positions:** 1

**Job Type:** Part Time

**Roles & Responsibilities:**

- Maintain accurate financial records using Tally software for transactions, payments, receipts, and employee salaries.
- Ensure compliance with Goods and Services Tax (GST) regulations by calculating and submitting accurate GST returns and creating GST invoices.
- Deduct the correct amount of Tax Deducted at Source (TDS) from payments, file TDS returns on time, and comply with TDS regulations.
- Create invoices for products or services, ensuring accurate pricing, taxes, and payment terms.
- Keep track of customer payments, send reminders for overdue payments, and follow up to ensure timely receipt of payments. Address any payment issues with clients.
- Prepare regular financial reports, such as income statements and balance sheets, using Tally and other software.
- Work with vendors to obtain accurate invoices, verify their accuracy, and make timely payments based on agreed terms.
- Reconcile bank statements with financial records, ensuring accurate recording of transactions and resolving discrepancies.
- Follow financial regulations, maintain organized documentation, and provide support during audits and tax assessments.
- Stay updated on changes in accounting practices, GST rules, TDS regulations, and other relevant tax laws through continuous learning and attending training programs.

**Requirements:**

- Bachelor's degree in accounting, finance, or a related field.
- Experience as an Accountant using Tally, and knowledge of GST, TDS, invoicing, and payment follow-ups.
- Attention to detail and accuracy in recording and calculations.
- Strong communication skills to interact with clients and vendors.
- Familiarity with other financial software and Microsoft Excel is a plus.

Education: Bachelor's (Preferred)

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