

Account Manager- “Kulhad Rani” and “PHULKA Rani”

Location- Hyderabad (Telangana)-500034.

Job Description

- Managing Accounts & Finance Department (Accounts, Purchase, Sales, Stores etc).
 - Proven knowledge of book-keeping and accounting principles, practices, standards, laws and regulations. Updating and maintaining records of all orders, payments and received stock including journal and voucher postings, accounts payable/receivable, daily sale and bank reconciliations, payroll, budgeting, cash flow management, revenue and expenditure variance analysis, capital assets reconciliations, revenue and control audits, debtors and creditor management, monthly cost centre profitability reporting and other Core Work Activities as defined for the role.
 - Ensuring compliance to statutory law, finance, and tax regulations and timely filing and payments of PF, PT, ESI, GST, & other statutory dues.
 - Preparing Monthly Profit & Loss A/c. Analyse revenues, Compensation, Royalty and expenses to ensure they are recorded appropriately on a monthly basis.
 - Conducting product research and sourcing new suppliers and vendors. Sourcing materials, goods, products and services and negotiating the best or most cost-effective contracts and deals.
 - Performing inventory inspections and reordering supplies and stock as necessary.
 - Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
 - Receive All goods / items as per given SOP's and verify Rates, Quality & Quantity.
 - Ensures and verifies that quotations are regularly updated and suppliers new current price list are maintained.
 - Ensure timely & correct Payment of all vendors.
 - Responsible for Petty Cash requisition form to be filled everyday & cash ordering to be kept under control.
 - Superb written and verbal communication and negotiation skills. Advanced computer skills on MS Office, accounting software and databases, especially Tally.
 - Local Candidates from Hyderabad preferred.
 - Minimum 4 years accounting experience
- Job Type: Full-time.
- Reporting TO: CEO
- Salary (CTC): ₹15,000 - ₹40,000/- per month.