

## **Job Title: Junior Accountant**

**Location:** [Thane Wagale Estate]

**Job Type:** Full-Time

**Openings:** 2–3 Positions

**Experience Required:** 1 to 2 Years

**Salary:** Up to ₹15,000 per month

---

### **Job Description:**

We are looking for dedicated and detail-oriented **Junior Accountants** to join our team. The ideal candidates will have 1–2 years of experience in accounting, preferably from a CA firm, and should be well-versed in basic accounting principles, payable/receivable management, and daily bookkeeping tasks.

---

### **Key Responsibilities:**

- Maintain accurate records of daily financial transactions
  - Handle **accounts payable and receivable**
  - Prepare and manage invoices, bills, and financial statements
  - Assist with bank reconciliations and GST filing
  - Support in audit and compliance processes
  - Coordinate with internal teams for smooth financial operations
- 

### **Requirements:**

- 1–2 years of accounting experience (preferably in a CA firm)
- Strong understanding of basic accounting principles
- Proficiency in MS Excel and accounting software (e.g., Tally, Zoho Books, or similar)
- Good communication and organizational skills
- Attention to detail and ability to meet deadlines
- **Female candidates preferred**

Location : Thane Wagale Estate