

WE'RE LOOKING FOR **ACCOUNTANTS**

LOCATION: RAMIETECH SOLUTIONS, KOHIMA MAIN OFFICE

QUALIFICATIONS:

- B. Com/M. Com in Accounting/ Graduate of any accounting related course
- Experience of at least 2 years

JOB DETAILS

- Candidates should be well-versed with Tally, GST filing, tax filing, banking processes and other standard accounting procedures.
- Provide financial information to management by researching and analysing accounting data; preparing reports.
- Prepare asset, liability, and capital account entries by compiling and analysing account information.
- Document financial transactions by entering account information.
- Recommend financial actions by analysing accounting options.
- summarise current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiate financial transactions by auditing documents.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Guide accounting clerical staff by coordinating activities and answering questions.
- Reconcile financial discrepancies by collecting and analysing account information. Secure financial information by completing database backups.
- Maintain financial security by following internal controls.
- Prepare payments by verifying documentation and requesting disbursements.
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations.
- Comply with Central, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepare special financial reports by collecting, analysing, and summarising account information and trends.
- Maintain customer confidence and protects operations by keeping financial information confidential.

Interested candidates may email their updated resumes to recruitment@ramietech.in. Any queries may be sent to the same email.