**Job description for Asst. Accounts Manager**

**Responsibilities:**

* Posting Sale Invoices in Infor
* Preparing Sales Tax Invoice’s in Separate Sheet
* Preparing Sales Tax Annexure “C” for Sales Tax Return
* Preparing Sales Register for Sales Tax Return on Monthly Basis
* Purchase Order Posting
* Material Receiving Note (MRN) Posting
* Purchase Invoices Posting
* Debit Note & Credit Note Posting
* Receipts Posting ( Cash , Bank, Online)
* Payments Posting ( Cash, Bank)
* Bank Reconciliation
* Customer’s Reconciliation.
* Vendor’s Reconciliation.
* Coordinate with Sales team on Daily Basis.
* Sales Tax Invoices and Sales Bills Dispatch to Customer’s
* Sales Tax Invoices and Sales Bills Coping
* Dispatch Record Maintain
* Preparing Payroll (Staff & Labour)
* Preparing Labour Overtime (Weekly Basis)
* Posting Petty Expenses Reimbursed on Regular Basis (Admin, Supply Chain)
* Coordinate with Vendor’s and Transport for Payment

**Requirements**

* Bachelor’s or equivalent
* 1+ years’ Experience in relevant field.
* Excellent numerical and analytical skills.
* Ability to work individually or in a team environment.
* Action oriented with the ability to consistently deliver results.

**Salary Package**

* Rs.45K-55K/month
* 1 annual bonus
* Company SIM
* Health Insurance