**Job Description for Position of Accounts Executive**

**Job Location – Manesar**

**Company Name – Spinks Softech Pvt. Ltd.**

Spinks World is global name in decoration industry. Spinks Softech is a well-known specialist in designing, tooling, molding, spray coating, pad printing, screen printing, laser marking & assembly of the automotive & electrical components. All these technologies under one roof make it a winning combination for OEMs & gives us an edge in our industry.

**Job Description:**

* Maintaining and review books of account.
* Looking after all statutory compliances like GST, Sales Tax, Service Tax, TDS, Advance Tax.
* Liaising with banks for day to day works and funding.
* Preparing MIS as per management requirement on monthly, quarterly, yearly bases.
* Prepare & represent yearly sales meeting data, which help to management for future business planning
* Coordinate with sales team to resolve the pending collection and c-form issues.
* Coordinate with branch & divisions help to resolve collection & c-form issues.
* Working as per defined Standard operating procedures. TDS Calculation, GST Knowledge and

**Skills Required:**

* 2+ years of experience in accounting or a similar role.
* Ability to work under pressure and time constraints.
* Strong communication and interpersonal skills.
* Ability to work independently and in a team environment.
* Excellent problem-solving and analytical skills
* B.com from reputed college.