

Job Title- Accounts Executive
Number Of Vacancies- 2
Company Name- J4C Projects Private Limited
Location- Mumbai, Sakinaka, India
Job Type: Full-Time
Department: Accounts and Finance
Salary- Best In Industry

Role Overview:

We are seeking a detail-oriented and experienced Accounts Executive to join our dynamic construction company in Mumbai. The ideal candidate will play a crucial role in managing the company's financial records, ensuring compliance with statutory requirements, and assisting in financial planning and analysis. This position requires strong analytical skills, attention to detail, and a solid understanding of accounting principles, especially in the construction industry.

Key Responsibilities:

1- Accounting and Bookkeeping:

- a- Maintain accurate financial records, including ledger accounts, journal entries, and trial balances.
- b- Handle day-to-day accounting activities, including invoicing, receipts, and payments.
- c- Ensure timely reconciliation of bank accounts and vendor accounts.

2- Taxation and Compliance:

- a- Manage GST, TDS, and other statutory filings as per government regulations.
- b- Assist in the preparation and filing of income tax returns and other compliance-related documents.
- c- Liaise with external auditors and regulatory bodies to ensure adherence to compliance requirements.

3- Financial Reporting:

- a- Prepare monthly, quarterly, and annual financial statements.
- b- Generate financial reports, including cash flow, balance sheets, and profit-and-loss statements.
- c- Provide insights into financial performance and assist management with decision-making.

4- Budgeting and Cost Control:

- a- Monitor project budgets and ensure expenses are within approved limits.
- b- Analyse cost variances and provide recommendations to control expenditures.

5- Payroll Management:

- a- Process payroll, calculate employee salaries, and ensure timely disbursements.
- b- Maintain accurate employee records related to salaries, deductions, and statutory compliances.

6- Vendor and Client Management:

- a- Manage accounts payable and receivable, ensuring timely payments to vendors and collections from clients.
- b- Coordinate with project teams to resolve any billing or payment discrepancies.

7- Collaboration with Teams:

- a- Work closely with project managers and procurement teams to ensure financial alignment with project goals.
- b- Support management with ad hoc financial analysis and reports as required.

Key Skills and Qualifications:

Education: Bachelor's degree in Commerce (B.Com) or Accounting; additional certifications (e.g., CA Inter, CMA, or equivalent) are a plus.

Experience: 2-5 years of relevant accounting experience, preferably in the construction or real estate sector.

Technical Skills:

Proficiency in accounting software like Tally ERP, QuickBooks, or SAP.

Strong MS Excel skills for data analysis and reporting.

Knowledge:

Sound understanding of GST, TDS, and other statutory requirements in India.

Familiarity with construction-related accounting processes, such as work-in-progress (WIP) reporting.

Soft Skills: Excellent communication and interpersonal skills, Strong problem-solving abilities and attention to detail, Ability to work under pressure and meet deadlines.

Why Join Us?

Be a part of a growing and reputable construction company in Mumbai, Opportunity to work on large-scale projects with a highly experienced team. Competitive compensation package with growth opportunities.

Interested candidates can apply with updated resume on email id as hr.jett4construction@gmail.com