

**Position:** Accounts Assistant / Junior Accountant

**Duties and responsibilities:**

- Tally data entry including sales, purchase, receipts, payments, bank reconciliation statement, and preparation of debtors / creditors statements.
- Receiving and processing all invoices, expense forms and requests for payments.
- Handling petty cash, preparing bills and receipts.
- Maintaining accounting records, making copies, filing documents, etc.
- Thorough with statutory compliance of deducted and collected taxes viz Service Tax, TDS, Profession tax.
- Knowledge of returns for e-TDS, Service Tax, Profession tax.

**Personal profile:**

- B.Com or M.Com
- Proficient in MS Office applications (Excel & Word) is a must and experience in using Tally 9 is highly preferred.
- Good written and verbal communication, interpersonal skills and ability to deal with customers and external contacts.
- Proactive and well organized.
- Ability to work independently as well as in a team.
- Work Location: Pune (Pashan Road)

**About Advantage Business Consulting:**

ADVANTAGE Business Consulting (ABC) is a financial and business consulting firm specializing in a broad array of services with particular focus on start-ups and small businesses. For more information, please visit [www.advantage-consulting.in](http://www.advantage-consulting.in)

Email your updated CV on [contact@advantage-consulting.in](mailto:contact@advantage-consulting.in).