

Designation	Manager – Accounts – US GAAP
Job Description	<ul style="list-style-type: none"> • To manage, direct and develop the accounting department • Finalization of books of accounts by January • Monthly closing of books of account by 10th of every month • Responsible for accounts payable & receivable • Reconciliation of Bank, PayPal & credit card on weekly basis • Statutory Compliance & returns before due date • Preparation of Weekly cash flow MIS • Invoicing & Payment follow up with customers • Monitor the company's cash flow; ensure timely reconciliation of all bank and credit card accounts • Budgeting & Forecasting on quarterly basis • Processing Payroll Bi-Weekly and Payroll set up for new employees • Inventory valuation on monthly basis, Report & analysis • Manage Workers Compensation, Disability, Liability & health Insurance accounts • Comply with all legal requirements for Employees and Taxes (quarterly returns, annual registration, etc.) • Preparing Annual Business Plan & Monthly Variance Report • Manage A/C team for complete accounting operations in India
Desired Profile	<ul style="list-style-type: none"> • Exp. Into US Process / US Taxation • Knowledge of accounting standards • Tax risks & documentation • Cash & working capital Management • Software skills: quick books, A2000, excel • Communication skills: Written & Oral
Education	A master's degree in accounts / CPA would be an added advantage
Experience	6 – 10 years
Industry Type	Any
Functional Area	Finance & Accounts
Location	Andheri West (Mumbai)
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