

<b>Designation</b>	<b>Executive / Sr. Executive – Accounts &amp; Finance</b>
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Approving all ledgers/Customer/Vendor account created at branch post verifying the supporting documents.</li> <li>• Posting Farmer/vendor Procurement entries for all project location in ERP after checking all necessary documents and verifying correct tax effect given.</li> <li>• Booking procurement related Payments like Freight &amp; Transportation Charges, Loading &amp; Unloading Expenses, Repairs &amp; Maintenance Charges, Certifications &amp; Inspection Charges etc.</li> <li>• Posting all the Export &amp; local sales invoices, verifying correct tax effect given.</li> <li>• Posting all Direct &amp; Indirect expenses for all project location in ERP after complete verification of supporting documents.</li> <li>• Posting all Project Employees expenses reimbursement booking in ERP after getting approval of HOD and checking with policy.</li> <li>• Posting all Project cash entries in ERP after getting approval of HOD and checking with policy.</li> <li>• Timely reconciliation with Customers &amp; vendors.</li> <li>• Booking all the purchase of fixed asset at HO &amp; Project and ensuring timely physical verification and reconciliation with books.</li> <li>• Verification of Inventory physical verification report received from project and reconciling the same with books.</li> <li>• Parking payment entry in ERP and preparation of cheque or bank transfer documents</li> <li>• Issue cheques and send RTGS/NEFT documents to bank in consultation with Finance team</li> <li>• Assisting in monthly closure of books (As per Checklist attached)</li> <li>• Preparation of audit schedules for internal &amp; statutory audit (as per the requirement)</li> <li>• Ensuring proper filling of the vouchers along with supporting documents. (Surprise Audit by other Department).</li> </ul>
<b>Desired Profile</b>	<ul style="list-style-type: none"> <li>• Candidate should have good exposure into general accounting</li> <li>• Clear understanding of current profile</li> <li>• Good Communication Skills</li> <li>• Preferred from Manufacturing Industry</li> </ul>
<b>Experience</b>	2 – 8 years
<b>Education</b>	B. Com / M. Com. / ICWA
<b>Industry</b>	Food Processing / Export
<b>Functional Area</b>	Accounts & Finance
<b>Location</b>	Andheri West, Mumbai – Corporate Office
<b>Contact Person</b>	Shrutika Sawant
<b>Contact Details</b>	022 4202 9000
<b>Website</b>	<a href="http://www.suminterindiaorganics.com/">http://www.suminterindiaorganics.com/</a>