
Job Description – Senior Accountant

Position: Senior Accountant

Department: Finance & Accounts

Location: Easter Business District, Neptune Mall, Bhandup, Mumbai

Reporting to: Finance Manager / Director

Role Overview

The Senior Accountant will oversee end-to-end accounting operations, statutory compliance, payroll coordination, MIS reporting, and various operational finance functions. This role demands strong expertise in accounting systems (preferably Zoho Books & Zoho People), GST/TDS workings, financial preparation, and vendor/client coordination. The candidate will supervise routine finance operations, ensure accuracy, drive automation, and support internal/external audits.

Key Responsibilities

1. Accounting & Bookkeeping

- Handle purchase, bank, and journal entries with accurate posting in Zoho Books.
- Manage petty cash, reimbursements, and employee claims.
- Oversee vendor payments, credit card autopay monitoring, and reconciliations.
- Maintain books for half-yearly and annual financial preparation.

2. Sales, Invoicing & Receivables

- Prepare sales invoices and support invoicing workings.
- Maintain AP & AR aging reports and follow up for collections.
- Manage sales-related emails and workspace updates.

3. Payroll, HR & Attendance Coordination

- Manage Zoho People attendance and manual corrections.
- Handle employee lifecycle updates (additions, exits, modifications).
- Coordinate Zoho Payroll – pay run processing, payroll mails, and attendance comments.
- Review and post statutory deductions – PF, ESIC, MLWF, gratuity.

4. Statutory Compliance & Taxation

- Manage end-to-end TDS workings (monthly, quarterly, annual).
- Prepare GST workings – GSTR-1, GSTR-3B, GSTR-9.
- Liaise with PF & ESIC consultants for compliance.
- Provide data and support for PwC requirements and internal audits.

5. Financial Reporting & MIS

- Prepare client MIS reports and automated dashboards.
- Conduct APR report checking, month-end schedules, and reconciliations.
- Support financial analysis and management reporting.

6. Operational & Administrative Finance Support

- Coordinate with banks for new account openings.
- Support documentation for client, vendor, FA & DSA agreements.
- Assist in financing LOB workings, buyouts, and trust-related activities.
- Manage shift schedules, onboarding, and FNF support via Zoho Recruit.

7. Process Improvements & Automation

- Enhance Zoho Books ledger structuring for improved automation.
- Identify gaps in accounting processes and lead automation initiatives.
- Implement controls for accuracy and efficiency.

Qualifications & Experience

- Bachelor's/Master's degree in Commerce, Accounting, or Finance.
 - 3–5 years of experience in accounting & compliance.
 - Strong working knowledge of Zoho Books, Zoho People, Zoho Payroll, Zoho Recruit.
 - Excellent understanding of GST, TDS, PF/ESIC, and statutory compliances.
 - Strong MS Excel & MIS reporting skills.
 - Experience in process automation is an advantage.
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Skills Required

- Strong analytical and accounting skills.
 - Ability to manage multi-functional responsibilities.
 - Attention to detail and ability to meet deadlines.
 - Effective communication and vendor/client coordination skills.
 - Problem-solving approach with leadership capabilities.
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