



<https://architeca.in/job/account-executive/>

Account Executive

Responsibilities

- Preparing and monitoring MIS, Financial Reports.
- Preparing all tax returns and ensuring that taxes are paid properly and on time.
- Identifying, and implementing best practices of financial operations.
- Preparing and maintaining all ledgers.
- Managing all receivables and payables and cash flow.
- Managing cash deposits and banking works.

Qualifications

- 1) **Education:** B.Com., 3-year bachelor's degree, MBA(Finance), CA and plus completed accounting softwares(Preferable).
- 2) **Experience:** 3+ years

Hiring organization

Best Construction Company in Nagercoil, Kanyakumari

Employment Type

Full-time

Date posted

September 30, 2022

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