



Position: Accounts Assistant
Division: All (Group level position)
Location: Mumbai, Maharashtra. India.
Experience: 3 to 5 years of relevant experience in manufacturing industry
Qualification: Bachelor or Master of Commerce, BAF

Shrijee is a globally known supplier of turnkey sugarcane factory and sugar refinery projects. Established in 1976, Shrijee has supplied its equipment to more than 400 sugar factories in India and to leading sugar producers in more than 35 countries. The corporate headquarters are in Mumbai (India) and regional offices are in Lucknow, Pune, Ahmednagar and Chennai. Shrijee has three fully equipped manufacturing facilities located in the western and southern parts of India.

We have more than 160 people in our team, including 50 Engineers and 15 MBAs. In addition to these, at any given time, we usually have 100-200 people working on our sites in India & overseas.

We are looking for an **Accounts Assistant** for our Mumbai office. Candidate will report to the Manager - Finance.

Responsibilities include:

1. Maintaining purchase and sales registers.
2. TDS/TCS returns and reconciliation.
3. GST returns working and reconciliation with 2A/2B.
4. Knowledge of GST audit & Annual return preparation.
5. Follow up for non-GST credit given by suppliers.
6. Controlling the vendor payments, Reconciliation of accounts.
7. Maintaining books of accounts
8. Handling tax audit, statutory audit
9. Finalization of company account and branch account.

We are looking for:

1. 5+ years of work experience in the manufacturing industry.
2. Working knowledge of Tally is a must with latest version.
3. Good written and verbal communication skills.
4. Strong computer skills (MS Word, MS Excel, MS PPT, Internet).
5. Team spirit, good work ethic and high integrity (we do a thorough background check).

Salary offered will be competitive. We offer a professional work environment. Please see our website for details about us: www.shrijee.com. If interested, please send resume and cover letter to:

Shrijee Group

A-504/505, Dynasty Business Park, Near Chakala (JB Nagar) Metro Stn,
Andheri-Kurla Road, Andheri (East), Mumbai – 400059, Maharashtra. INDIA.
Phone: + 91 2240501000 | E-mail: careers@shrijee.com

In case of e-mail applications, please put “**Accounts Assistant**” in the subject line.