



SARAL DESIGN SOLUTIONS PRIVATE LIMITED

CIN: U79400MH2015PTC265489

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Accountant, Mumbai, India | Full Time

At Saral Designs, we are constantly on the mission of making better products for our customers. We aim to understand their needs, improvise on designs and serve the products to them in the most convenient manner. The Accountant's primary responsibilities are to provide financial information to management by researching and analyzing accounting data; preparing reports.

Roles & Responsibilities:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation and requesting disbursements
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.

Requirements:

- Financial skills: Accounting, Corporate Finance, Reporting Skills,
- Personal traits: Attention to Detail, Deadline-Oriented, Maintaining Confidentiality, Time Management, Data Entry Management
- Experience with Tally, Quickbooks, Zoho ERP systems