

## **Job Description**

**Executive/ Sr. Executive F & A**

**Department: Finance & Accounts**

**Location:** iCEM Devdholera

**Job Type:** Full-time

**Reporting To:** Manager-Finance & Accounts iCEM

This is contractual position initially for a period of 3 years extendable based on performance. Position will be based at iCEM Dev Dholera Campus, Ahmedabad.

### **Job Description:**

We are looking for a detail-oriented **Executive/ Sr. Executive F & A** to assist in managing daily accounting tasks. The ideal candidate will support the Accounts team with data entry, record keeping, and financial reporting, ensuring accuracy and compliance with accounting standards.

These are contractual positions initially for a period of 3 years extendable based on performance. Positions are based at iCEM Dev Dholera Campus, Ahmedabad.

### **Responsibilities: (But not Limited to)**

- Assist with day-to-day accounting activities.
- Maintain accurate financial records and ledgers.
- Prepare and process invoices, payments, and receipts.
- Support monthly and annual financial closing.
- Reconcile bank statements and other financial documents
- Assist in preparing reports as needed.
- Coordinate with internal teams and vendors regarding payments
- Ensure proper documentation and filing of accounting records.

### **Requirements:**

- Bachelor's degree in Commerce, Accounting, or related field
- Basic knowledge of accounting principles
- Proficiency in MS Excel and accounting software Tally / ERP
- Good attention to detail and organizational skills
- Ability to work as part of a team
- 3 to 5 Year of Experience