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## Executive/Senior Executive- Finance & Accounts

### Description

Work Profile- Executive/Senior Executive- Finance & Accounts

Total Work Experience: 4 -8 Years

Work Location: Delhi

### Responsibilities

Managing of Accounts Payable and Account Receivables including Foreign remittances.

- Bank and Party Reconciliations
- Accounting and Vouching of Accounts
- Verification of Accounts
- Tallying the Ledger Balances
- Payment of Statutory dues and filing of returns including compliances for PF, ESIC and professional Tax.
- Taking care of compliances
- Payroll
- Cash Management

### Qualifications

Bachelor's in Commerce/ Masters in Finance

### Skill Set Required

- Good communication skills
- Responsible attitude and ability to complete tasks in a timely manner
- Well-developed interpersonal and active listening skills
- Good knowledge of Tally, MS Excel, Power point and Word.

### Contacts

[hr@lexorbis.com](mailto:hr@lexorbis.com)

### Employment Type

Full Time

### Industry

Finance & Accounts

### Job Location

Delhi

### Base Salary

- As per market standards

### Date posted

October 24, 2018