Project Role: Finance & Accounts Executive.
Work Experience: 0-1 year of experience.
Work location: Hyderabad.
Mode: Work from office(5 days).

Job Description:
The ideal candidate will be responsible for both manual and digital accounting tasks on a daily basis. This includes ledger entries, bookkeeping, filing, and documentation. Additionally, the candidate will provide support for various administrative activities.

Key Responsibilities:
- Bank Reconciliation, Payment Collection.
- Monthly GST and TDS Working.
- PF Registration of Employees
- Reconciliation of Sundry Debtors & Creditors.
- Payment follows up by telephone & mailing
- Handling day-to-day accounting
- Preparing various reports as required by the management
- Preparing invoices and following up on pending payments
- Handling all banking-related works
- Finalizing accounts, assisting in audits, maintaining the ledger, maintaining an account of fixed assets, and conducting all other accounting activities
- Ensuring compliance with accounting and tax laws
- Visiting the Client Locations when required

Good to have:
- Assisting in the preparation of various documents like MSA,NDA,SOW,FEMA etc.
- Knowledge on US Accounting and compliance like Form 1120,5472,1099.

Professional Attributes :
- Good Communication Skills Able to coordinate with the Onshore team
- Educational Qualification: B.com(Hons), B.Com General
- 15 years of full-time education.

Benefits
- Health Insurance
- Free meals

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CODEPRISM TECHNOLOGIES PRIVATE LIMITED;

CodePrism Technologies is a distinguished IT company specializing in mobile app development, web development, server development, and the cutting-edge realm of blockchain technology and Gen AI. With an unwavering commitment to excellence, we leverage our extensive expertise and technical prowess to craft intricate and innovative solutions for our discerning clientele. Our team of seasoned professionals excels in transforming complex ideas into seamless, feature-rich mobile applications that captivate users and elevate business performance. Moreover, our proficiency in web development enables us to deliver sophisticated and dynamic websites that resonate with modern design trends while maximizing functionality. In the realm of server development, we engineer robust and scalable architectures that ensure optimal performance and efficiency. Furthermore, as pioneers in blockchain technology, we harness the power of decentralized systems and smart contracts to revolutionize industries and empower businesses with secure and transparent solutions. At CodePrism Technologies, we combine meticulous attention to detail with an unwavering passion for innovation, enabling us to deliver exceptional results in the ever-evolving landscape of technology.Driven by our relentless pursuit of technological advancement, we push the boundaries of what is possible, consistently surpassing client expectations and setting new industry benchmarks. With our comprehensive suite of services and a client-centric approach, CodePrism Technologies is the trusted partner you need to unlock the full potential of digital transformation and drive your business to unprecedented heights of success.