



Accountant

Location: Indore, Madhya Pradesh

Experience: 1–3 Years

Employment Type: Full-Time

About the Role

- We are looking for a detail-oriented and responsible Accountant to manage day-to-day accounting activities, maintain financial records, and support the finance team in ensuring accurate and timely financial operations.

Key Responsibilities

- Maintain day-to-day accounting records and financial transactions.
- Handle accounts payable and receivable activities.
- Prepare and maintain invoices, bills, receipts, vouchers, and other financial documents.
- Perform bank, vendor, and ledger reconciliations.
- Record purchase, sales, expenses, receipts, and payment entries.
- Assist in monthly closing and preparation of financial reports.
- Manage vendor and customer accounts and follow up on outstanding payments.
- Coordinate with internal teams, vendors, customers, and auditors whenever required.
- Maintain proper documentation and filing of accounting records.
- Monitor outstanding receivables and payables.
- Ensure accuracy and completeness of accounting data.
- Perform any other accounting and finance-related tasks assigned by management.

Required Skills

- Good knowledge of accounting principles and bookkeeping.
- Good understanding of Accounts Payable, Accounts Receivable, and Bank Reconciliation.
- Experience with accounting software such as Tally, Zoho Books, or similar ERP/accounting software.
- Good analytical and numerical skills.
- Good communication and coordination skills.
- Ability to manage multiple tasks and meet deadlines.

Educational Qualification

- Bachelor's degree in Commerce (B.Com) or a related field.

Candidate Profile

- Candidates with experience in Tally/Zoho Books and GST/TDS compliance will be preferred.
- Should be organized, responsible, and detail-oriented.
- Ability to work independently as well as in a team.

How to Apply

Interested candidates can share their updated resume at: **Email:** hr@flukeinfotech.com ☐ **Contact:** 8602595950

