

Accountant Job Description

OVERVIEW

Milearth Softech is into development of Web Applications and Native Mobile Applications. The Web Developer will contribute alongside the Web & Mobile app development team for Front-End Development and Backend Development. If needed, collaborate with Android & iOS Developers to design back-end architecture and planning while driving the back-end execution. The appropriate candidate who meets below requirements will join a talented team of developers working on a product getting build on **Web, Android & iOS** platforms. New team members are expected to work with fellow developers for product development and enhancement with proficiency in below mentioned:

Skills

1. Tally
2. Microsoft Office
3. GST
4. Accounting
5. Data entry management
6. Corporate Finance
7. Reporting Research Results

CANDIDATE ARE EXPECTED TO HAVE EXPERIENCE / KNOWLEDGE OF

- 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.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Secure's financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.
- Monthly/Quarterly/Annual Budgeting and Forecasting of expense and income .
- Preparing monthly/Quarterly/Annual report of profit/loss and Balance sheet.
- Maintaining Cash vouchers, Petty Cash.