JOB DESCRIPTION

Company: Urban Metals
Position: Accountant
Work Experience: Minimum 1 year
Work Location: E-2118, RIICO Industrial Area, Ramchandrapura, Jaipur – 303905, Rajasthan

Key Responsibilities

- Maintain accounting records and bookkeeping.
- Operate Tally ERP 9 or later for accounting and GST invoicing.
- Maintain daily cash entries and cash records.
- Calculate employee salaries and maintain salary records.
- Handle online banking and net banking transactions.
- Perform offline banking activities, including cheque deposits, cash withdrawals, and other bank-related tasks.
- Maintain and update records using MS Excel and MS Word.

Required Skills & Qualifications

- Minimum 1 year of relevant accounting experience.
- Proficiency in Tally ERP 9 or later and GST invoice generation.
- Good knowledge of bookkeeping, cash management, and salary calculations.
- Proficiency in net banking and routine banking procedures.
- Working knowledge of MS Excel and MS Word.
- Good attention to detail, honesty, and organizational skills.

Interested candidates may share their updated CV along with their contact details.