

Company	Centrum Group subsidiary
Division	Finance and Accounts
Designation / Title	Assistant Manager/Manager - Finance and Accounts
Total years of Experience	4+
Educational Qualification	Graduate (Commerce) / Post-Graduation (Finance)
Roles and responsibilities (Indicative)	<ul style="list-style-type: none"> • Day to day Expense Booking, Vendor payment with time frame, Control of Purchase orders, Managing Account payables. • Tax booking at entry level, Payment of taxes, Filing of Returns. • Managing daily Bank reconciliation, resolving any bank related issues, Fund flow management. • Managing month end activities. • Co-ordinating with Auditor for Yearly/ Half yearly data management. • Revenue booking as per contract terms, Managing Receivables.
Job location	Kalina, Mumbai (WFO)
Prerequisites	<ul style="list-style-type: none"> • Should have working knowledge of MS – Office / Tally Prime. • Good Communication Skills – verbal & written
Share your resume on	careers@centrum.co.in