



ERP ANALYSTS (INDIA) PVT. LTD.

MANPOWER REQUISITION FORM

Position Title: Senior Accountant - QuickBooks	Stream: US Revenue Accounting Department
Location: Hyderabad	Number of Positions: 1
Experience	5 - 7 Years
Annual Compensation	Market Standards
Placement Type (Permanent/ Freelancer)	Permanent
Description of the role	<ol style="list-style-type: none">1. Update and maintain all books of accounts and run various reports in Quick books2. Manage and schedule payments to vendors; request and follow up for payment confirmations3. Maintain supporting documentation for payments4. Prepare bank reconciliations and follow up on pending items5. Follow up with branches for expense reports, check and enter in QuickBooks6. Prepare Management Reports and provide information as and when required7. Help in providing details for auditors, prepare schedules as required and attend to queries
Desired Candidate Profile	<ol style="list-style-type: none">1. Work in Night Shift2. Knowledge and previous experience of Accounts Process in QuickBooks is a must3. Good written & verbal communication skills4. IT skills in MS word, excel and related packages are essential
Educational Background	➤ B.Com, MBA(Finance), CA, ICWA, M.Com
Optional Qualification	➤ Certified Accounting Professional