

Accounts Executive



About Life-Lab

Life-Lab is high impact organisation working towards integrating hands-on activity based learning in government schools and affordable private schools. Since 2013, Life-Lab's R&D team has designed a host of products which are used to implement a 1-3 year program in schools.

We have worked with over 40 Corporate donors and implemented programs in 1500+ schools across 11 states of India. Learn more about us on www.life-lab.org

Roles & Responsibilities:

1. Tally data entry including sales, purchase, receipts, payments, bank reconciliation statement, and preparation of debtors / creditors statements. Cost Centre mapping
2. Receiving and processing all invoices, quotations as per the budgets, expense forms and requests for payments.
3. Handling petty cash, preparing bills and receipts.
4. Maintaining accounting records, making copies, filing documents, etc.
5. Thorough with statutory compliance of deducted and collected taxes viz GST, TDS, Profession tax.
6. Basic Knowledge of returns for e-TDS, GST, Profession tax.

Qualification & Experience:

- B. Com or M. Com with 2 years of experience.
- Proficient in MS Office applications (Excel & Word) is a must and experience in using Tally 9 is highly preferred.
- Good written and verbal communication, interpersonal skills and ability to deal with customers and external contacts.
- Proactive and well organized.
- Ability to work independently as well as in a team.

Package

- Up to 2.4 LPA CTC based on experience & appropriate skill sets.

Location: Pune - Warje

Available Positions - 1

Opening: Immediate requirement

Please write to gaurav@life-lab.org with the subject – Application for Accounts Executive – (Name of Applicant) with your latest Resume.

For more info, log on to www.life-lab.org