

Tecknotrove Systems India Private Limited

Simulation | Virtual Reality |

Augmented Reality | Gamified Learning

Job Title:	Accounts Assistant	Department:	Accounts
Location:	Andheri	Position Type:	Permanent
Experience:	3-4 years		

About Tecknotrove Systems

Tecknotrove Systems is a young and dynamic technology company headquartered in Mumbai.

Tecknotrove is Asia’s leading training and simulation company focused on developing simulation and virtual reality solutions for critical applications.

We develop immersive training solutions for critical applications for industries like Automotive, Aviation, Mining, Defence, Nuclear, and Industrial Safety. With a team of over 150+ talented employees, we have successfully delivered projects in over 28 countries around the world. Our expertise lies in creating virtual worlds for critical applications using simulation and AR/VR technologies. We are headquartered in Andheri, Mumbai, with offices in Delhi and the Middle East and a manufacturing facility in Gujarat.

Roles and Responsibilities

A) Day-to-day responsibilities:

- Day-to-day accounting entries in Tally: Recording daily financial transactions in the Tally accounting software.
- Bank Reconciliation: Comparing internal financial records with bank statements to ensure accuracy.
- Booking employee reimbursements & verifying expense reports: Processing employee expense claims and checking them against company policy.
- Preparing GST and TDS return data: Compiling information for tax filings.
- Maintaining receipts, vouchers & transaction records: Organizing financial documentation for all group companies.
- Preparing & generating invoices: Creating bills for goods or services provided.
- Vendor coordination: Communicating with suppliers regarding transactions.
- Audit support: Assisting with statutory and tax audits.

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Job Requirements and Qualifications	
Education	B. Com with post-graduation preferably with M.com (Passing year before 2020)
Experience	3-4 years of relevant experience
Skills & Competencies	<p>A) Must Have</p> <ul style="list-style-type: none"> • Knowledge of e-invoicing. • Providing data to consultants for filing GST returns. • Providing required data and coordinating for closure of Statutory Audit • Accounting Principles. • Basic Taxation knowledge. • Banking transaction knowledge. • Attention to detail. • Advanced Excel formulas (Macros, Vlookup, Hlookup, Pivot table/chart). • Operating Tally Prime. • Accounts Payable & Receivable: Accounting of vendor bills, expense bills, employee reimbursement verification, and accounting, ensuring and processing timely payments. • Good written & verbal communication skills. • Reconciliations: Bank accounts, petty cash, Vendor accounts, and Inter Company. <p>B) Good to have</p> <ul style="list-style-type: none"> • Preparation of bank guarantees • TDS Return filing knowledge • Preparation of remittance documents. • GST Return filing knowledge • Knowledge of acts like minimum wages & factories.