



# KAIVANYA EXTRUSION TECHNIK

2905, PHASE-IV, GIDC VATVA, AHMEDABAD – 382445, GUJARAT, INDIA  
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## JOB DESCRIPTION OF ACCOUNTANT

- Managing all accounting operations based on accounting principles.
- Daily Accounting Entries like Sales Invoice, Purchase Bill, Expense, Cash etc.
- Mailing Communication with Customer & Vendors.
- Day to Day Banking, Petty Cash, Bank Entry, E-Waybill etc.
- Online Banking (NEFT, RTGS), Payment, Cheque Printing, Bank Account Management & Maintain.
- Monthly, Quarterly, Annually GST & ITR Returns.
- Computing taxes and prepares tax returns, balance sheet, profit/loss statement etc.
- Regular Audit of all Accounts
- Legal Communication with various government Departments like Sales Tax, Income Tax office, Chartered Accountant etc.
- Documentation & knowledge of Import, Export, BRC etc.
- Collect purchase orders and purchase requisitions in order to order materials, goods and supplies, send them to the suppliers, Review deliveries against the orders and Track orders and ensure timely delivery.
- Maintaining Attendance sheet of all Employees.
- Salary Accounting and Payment of Employees & Labors of Company.
- Payment of Miscellaneous Bills like Telephone, Electricity, AMC, Credit Card.
- Cash In Flow & Out Flow Statement, Working Capital & Stock Statement on Monthly Basis.