

Job Title: Accountant

Location: Hyderabad

Role Overview:

We are looking for an experienced and meticulous Accountant to join our team at Carbolink India Private Limited. This role is crucial to ensuring the financial health and operational efficiency of our manufacturing company. The Accountant will be responsible for maintaining accurate company accounts, managing factory and company stocks, overseeing payroll, filing GST returns, and ensuring proper audits. Your expertise in Tally and familiarity with manufacturing operations will make you an essential contributor to our success.

If you have a passion for numbers, a keen eye for detail, and thrive in a structured environment, we'd love to have you on board.

Key Responsibilities:

- **Accounts Management:** Maintain accurate and up-to-date company accounts, ensuring compliance with financial regulations.
- **Stock Management:** Monitor and manage factory and company stocks, including raw materials, work-in-progress, and finished goods inventory.
- **Sales & Purchases:** Record and reconcile sales orders, purchase orders, and transactions to ensure seamless operations.
- **GST Filing:** Prepare and file GST-1 and GST-3 returns, ensuring timely and accurate submissions in compliance with statutory requirements.
- **Billing & Documentation:** Generate and maintain invoices, e-way bills, and other financial documents, ensuring proper record-keeping.
- **Payroll Processing:** Oversee employee payroll, including calculating salaries, deductions, and timely disbursement.
- **Audit Management:** Ensure proper audit practices by maintaining well-organized financial records and assisting internal and external auditors.
- **Compliance:** Ensure adherence to TDS and other statutory compliances, minimizing risks of non-compliance.
- **Reporting:** Prepare detailed financial reports, including P&L statements, balance sheets, stock summaries, and audit reports, for management review.
- **Data Accuracy:** Maintain integrity in all financial data entries in Tally ERP 9/Tally Prime and other software.
- **Collaboration:** Work with procurement, sales, and production teams to streamline financial and operational processes.

Qualifications & Requirements:

- **Education:** Bachelor's degree in Accounting, Finance, or a related field (CA Inter or equivalent qualification is a plus).
- **Experience:** Minimum 3-5 years of accounting experience, preferably in a manufacturing setup.
- **Technical Skills:**
 - **Proficiency in Tally ERP 9/Tally Prime.**
 - **Advanced knowledge of GST compliance, including GST-1 and GST-3 filing.**

- **Strong familiarity with TDS and other statutory filings.**
- **Advanced skills in Microsoft Excel for reporting and analysis.**
- **Detail-Oriented:** High level of precision in recording transactions and preparing reports.
- **Problem-Solving:** Strong analytical and decision-making skills to resolve discrepancies efficiently.
- **Communication Skills:** Excellent verbal and written communication for effective coordination and reporting.
- **Organized & Reliable:** Ability to maintain structured financial records and meet strict deadlines.

Why You'll Love It Here:

- **Build Trust:** Join a company that values relationships and trust as the foundation of its success.
- **Innovate:** Be part of a team driving innovation in the construction chemical industry.
- **Achieve Growth:** Enjoy competitive compensation with performance-based rewards.
- **Create Impact:** Your contributions will directly shape Carbolink's success and market presence.

About Carbolink:

Carbolink India Private Limited, with over two decades of expertise, delivers innovative solutions in the construction chemical industry. With 350+ products and a commitment to "Trusted Solutions, Proven Performance", we empower industries worldwide.

Join Us

Ready to take the lead and make an impact?

Become a part of Carbolink and build lasting relationships that drive our growth.

mail your resume to info@carbolinkindia.com
