

**Monexo Fintech Pvt Ltd, RBI approved NBFC-P2P is recruiting staff for positions in Credit Operations, Accounts, Analytics and Customer Service:**

**Accounts & Finance Executive:**

**Job Description**

The Accounts & Finance Executive is responsible for documenting & overseeing accounts & financial matters.

**Duties & Responsibilities:**

- Maintain all records like Vouchers, Receipts, Bills, and Payments.
- Bank Reconciliation
- GST Return filing
- Reconciliation of Sundry Debtors & Creditors
- Handling petty Cash Records.
- Maintain Sales Purchase Registers & Keep in Software properly
- Banking works like a Cheques issue for clearing Cash Deposit, NEFT, and RTGS
- Handling TDS deduction, return filing, issue of TDS Certificates.
- Handling to Day-to-Day Accounting
- Prepare Salary Statement, PF/ESI remittance & return filing
- Finalization of Accounts, Statement of Accounts, Debtors Controls Accounts, Balance sheet Statement, Trails Balance, Maintenance of Fixed Assets Register
- Tally ERP and / or other accounting packages



**Education & Experience:**

- o Bachelor's / Master's Degree (B.COM / M.COM/ CA – IPCC passed)
- o Experience: Minimum 2 years' experience in similar role.

**Knowledge & Skills:**

**Essential**

Accounting, Corporate Finance, Reporting Skills, Attention to Detail, Deadline- Oriented, Confidentiality, Time Management, Data Entry Management, General Math Skills

**Preferred:**

- o Positive attitude
- o Passion for hard work & growth
- o Multitasking ability

**Location of Office:** 1D, Apex Plaza,  
Old #3, New #77, Nungambakkam High Road  
Nungambakkam  
Chennai 600 034

**Call:** Lakshmi 86107 04341 ; **email:** careers@monexo.co