

Job Description

Role: Assistant Manager Accounts

Company Profile

SmartOwner is India's first and largest marketplace for property investors. SmartOwner was founded by highly successful entrepreneurs from Silicon Valley who are alumni of Harvard, Stanford and the University of California.

With an innovative business model and a scalable technology platform, SmartOwner enables clients to access high value assets in India safely and transparently and to achieve attractive returns.

Requirements

1. Maintenance of books of Accounts through Tally.
2. Assist in the preparation of periodic MIS /Quarterly & Annual Financial Statements
3. Compute taxes and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements (TDS, Service Tax, PT, PF, ESI etc.)
4. Liaise with bank on any discrepancy of receipts/payments and also for opening NRE/NRO account. Preparing BRS and taking immediate action to correct the mismatch.
5. Manage payroll and employee reimbursements for Company, business units and subsidiaries; (including calculation of incentives for sales team).
6. Ensure timely payment of invoices.
7. Ensure proper maintenance of fixed assets and compute depreciation.
8. Work closely with the Finance Manager to ensure smooth functioning of the Accounts and finance functions.
9. Liaise with other departments and business units

Functional Areas

Successful candidate should demonstrate application of all/ majority of above requirements in the areas of:

1. MIS & Book Closure
2. Compliances
3. Accounts Payable Function
4. Payroll
5. Employee Reimbursements
6. Bank, FA & GL reconciliations

Qualification

1. Should be a CA Inter/MCOM of 4+ years' experience
2. Should have hands on experience in MS Excel and MS word.
3. Should have experience in Tally (knowledge of any other ERP will be an added advantage)
4. Preferred experience in real estate industry

Soft Skills and other qualities

1. Good communication and listening skills
2. Should be a team player
3. Willingness to accept responsibility
4. Ability to work under pressure and meet targets and deadlines
5. Able to manage high volume workload
6. Able to work effectively with minimal management guidance/supervision
7. Good problem solving ability

Compensation and Benefits

SmartOwner offers successful candidates an outstanding compensation package.

SmartOwner Services India Pvt Ltd

Worldwide Headquarters

Delta Block, 8th Floor
Sigma Tech Park,
Whitefield – Varthur Road,
Bangalore 560 066