



JOB DESCRIPTION

Date:

Designation: MIS Accountant

Reports To: Finance Controller

Location: Noida

Company Overview:

Y Group International Private Limited which is India's largest national construction tools and equipment rental company operating in 22+ major cities. The company has significant growth plans and a vision to reach each and every contractor site and meet the service level of getting what they need at the location they need. Company has exciting plans to increase reach and product range comprising of Ladders, Scaffolds, Lifting machines, site management and power and breaking tool.

Role Summary:

An MIS Accountant is a professional responsible for managing financial records, preparing and analyzing financial statements, and ensuring the accuracy of financial transactions within an organization. They play a crucial role in maintaining the financial health and compliance of the company.

Key Responsibilities:

- Prepare financial statements such as balance sheets, income statements, and cash flow statements.
- Summarize financial data and present it in a clear and understandable format.
- Maintain general ledger accounts by recording transactions and reconciling account balances.
- Reconcile bank statements and other financial documents to ensure accuracy.
- Prepare and file tax returns, including income tax, GST.
- Stay up-to-date with tax regulations and ensure the company's compliance
- Analyze financial data to identify trends, patterns, and areas for improvement.
- Ensure compliance with financial regulations and company policies.
- Collaborate with external auditors during annual audits to provide required financial documentation and explanations.
- Assist in addressing audit findings and implementing corrective actions.

Experience & Education:

- CA Inter\ CMA Inter(**Check for qualified candidates approval**)
- Proficiency in using accounting software, spreadsheet tools, and other financial management systems.
- Strong understanding of accounting principles, financial regulations, and compliance standards.
- Excellent attention to detail and accuracy.
- Effective communication skills for explaining financial information to non-financial stakeholders.
- Ability to work independently and collaboratively within a team.
- Organizational and time management skills to meet deadlines.
- Ability to work independently and as part of a team

Hiring: To be confirmed by the Hiring Manager

CTC range of ₹6–9 LPA.



Y Group International Pvt. Ltd.

Any confusion regarding the responsibilities or authorities related to this position should be discussed and clarified with the Hiring Manager.