

JOB DESCRIPTION

Job Title	Senior Accounts Executive	Location
Department	Finance & Accounts	Head Office - Chennai
Reports To	Senior Manager	Employment Type
Qualification	Qualified CMA	Full Time

Role Overview

The Senior Accounts Executive at Zebronics is responsible for end-to-end accounts finalisation, financial reporting under Ind AS, tax compliance, branch accounting, and internal audit support. The role requires strong knowledge in GST, TDS, Tax Audit, and branch reconciliation with a focus on accuracy and statutory compliance.

Key Responsibilities

1. Accounts Finalisation

- Prepare and finalise accounts at the Head Office level on a monthly, quarterly, and annual basis.
- Ensure accurate trial balance, profit & loss statements, and balance sheet preparation.
- Support year-end closing activities including ledger scrutiny and reconciliations.
- Coordinate with auditors during statutory and internal audit processes.

2. Financial Reporting – Ind AS

- Prepare financial statements in compliance with Indian Accounting Standards (Ind AS).
- Ensure proper disclosures, notes to accounts, and schedules as per Ind AS requirements.
- Stay updated on revisions to Ind AS and implement changes in reporting practices.

3. Tax Compliance – GST, TDS & Tax Audit

- Support in monthly GST filings (GSTR-1, GSTR-3B) and annual returns (GSTR-9/9C).
- Perform GST input credit reconciliation (GSTR-2A/2B vs. books).
- Ensure accurate TDS deductions, timely deposits, and filing of TDS returns (24Q/26Q).
- Assist in preparation and filing of Tax Audit reports (Form 3CA/3CB/3CD).
- Coordinate with tax consultants and respond to notices/queries from tax authorities.

4. Internal Audit Support

- Facilitate internal audit processes by providing required data, documents, and reconciliations.
- Implement audit recommendations and strengthen internal controls.
- Identify process gaps and suggest corrective actions to ensure compliance.

5. Branch Accounting & Reconciliation

- Maintain and oversee accounting for factory-linked branches and depots.
- Track and reconcile inter-branch transactions on a regular basis.
- Ensure timely recording of sales, expenses, and stock transfers at the branch level.
- Monitor branch-level receivables and payables and ensure timely settlements.

6. Costing & MIS Reporting

- Prepare and maintain product-wise costing including BOM, labour, and overhead absorption.
- Monitor standard vs. actual cost variance analysis and report deviations.
- Prepare monthly MIS reports covering production performance, cost analysis, and profitability.
- Develop dashboards for factory KPIs such as capacity utilization and cost per unit.

7. Inventory & Stores Accounting

- Ensure accurate accounting of raw materials, WIP, and finished goods.
- Reconcile physical stock vs. book stock and monitor slow-moving inventory.
- Coordinate with stores and production teams for stock controls.

8. General Accounting

- Pass journal entries related to factory and HO operations.
- Reconcile ledger balances and control accounts.
- Support month-end and year-end closing activities.

Qualifications & Skills Required

Educational Qualification

1. CMA (Cost and Management Accountant) qualification – Mandatory
2. Bachelor's degree in Commerce (B.Com) preferred
3. MBA (Finance) will be an added advantage

Experience

- 1–6 years of relevant experience in accounts, finance, or audit functions (including 15 months of articleship)
- Exposure to Head Office and branch accounting environment is an advantage.

Technical Skills

- Sound knowledge of Ind AS / Indian GAAP accounting standards.
- Hands-on experience with GST, TDS, and Tax Audit procedures.
- Proficiency in Tally ERP / SAP / any ERP-based accounting software.
- Strong MS Excel skills (VLOOKUP, Pivot Tables, MIS reporting).
- Knowledge of product costing and MIS reporting in a manufacturing setup.

Soft Skills

- Strong analytical and problem-solving skills.
- High attention to detail and accuracy.
- Ability to work under pressure and meet tight deadlines.
- Good communication and coordination skills across departments.
- Team player with the ability to work independently.

Salary: 50k CTC

Job Location: Chennai

Tentative Vacancies: 8