

Jr. Accountant

Rajkot, Gujarat, India.

YANTRA INNOVATIONS takes pride in developing AI (Artificial Intelligence) based diamond processing technology and establishing a trust-based relationship. We are the only manufacturer of AI-based diamond processing machines in entire Asia. We closely associated with world renowned KGK group, one of the giants in the Diamond Industry, for overall progressive growth. We have esteemed customers around the globe. The satisfaction of our customers is our prime motive. As a name, we believe in innovations, and all our machines are equipped with high-end unique technologies.

We are hiring for various posts as per details given below. Join us for a better and brighter career ahead.

Work Profile:

We are looking for a self-motivated and enthusiastic **Jr. Accountant** to join our **Accounts & Finance** team. The successful candidate will assist in maintaining financial records, accounting transactions, inventory records, statutory compliance, and reporting activities while ensuring accuracy and efficiency in day-to-day operations.

This position requires a strong understanding of accounting principles, attention to detail, analytical skills, and the ability to work effectively in a dynamic environment.

Position summary:

Experience: 1/2 years of experience

Qualification: B.Com

Functional Area: Accounting & Finance

Skills Required:

- General knowledge of Basic Accounts, Finance, and Accounting Procedures.
- Good Communication and Coordination Skills.
- Knowledge of Supplier Management and Follow-up.
- Knowledge of Inventory Management.
- Strong Financial Analysis and Reporting Skills.

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- Good Problem-Solving and Decision-Making Ability.
- Strong teamwork and collaboration skills.
- Proficiency in Advanced Microsoft Excel, MS Word, and Professional Email Communication.

Responsibilities:

- Record & maintain daily accounting transactions in accounting software.
- Prepare sales, purchase, journal, receipt, and payment entries.
- Maintain accounts payable and accounts receivable records.
- Perform bank reconciliations and ledger reconciliations.
- Maintain stock records and ensure accurate inventory tracking.
- Record stock inward, outward, transfers, and stock adjustment entries.
- Reconcile inventory records with accounting records.
- Assist in GST, TDS, and other statutory compliance work.
- Prepare invoices, debit notes, and credit notes.
- Maintain proper accounting documentation and filing.
- Prepare MIS reports related to accounts and inventory.
- Ensure accuracy and completeness of financial and stock data in the ERP system.
- Monitor inventory levels and coordinate with stores/procurement teams.
- Assist in stock verification and physical inventory audits.
- Assist in monthly and yearly closing activities.
- Support internal and statutory audits.

Benefits:

- Opportunity to work in a technology-driven manufacturing organization.
- Gain practical exposure to accounting, taxation, inventory management, and ERP systems.
- Learn from experienced professionals and develop strong financial management skills.
- Career growth opportunities based on performance.

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Salary:

No bar for Right Candidate.

Working Hours:

9:00 a.m. to 6:00 p.m. (1 Hour Lunch Break, Week off on Wednesday)

For more information:

Visit our website: www.yantrainnovation.com

Contact us at: hr@yantrainnovation.com, +91 93745 74533