

JOB DESCRIPTION

Senior Account Executive (Agro Chemical Industry)

Role Overview

We are looking for a detail-oriented and experienced Accountant from the Agriculture / Agro Chemical industry to join our team. The ideal candidate will be responsible for managing day-to-day accounting operations, ensuring compliance with statutory requirements, and providing accurate financial reports to support business decision-making.

Key Responsibilities

- Manage daily accounting transactions including accounts payable, accounts receivable, and general ledger.
- Prepare and maintain accurate financial statements, balance sheets, and profit & loss accounts.
- Handle bank reconciliations, journal entries, and expense tracking.
- Ensure timely filing of GST-1, GSTR-2B, GSTR-3B, GSTR-9 Annual Return, TDS Returns, Income Tax, and other statutory compliances.
- Support budgeting, forecasting, and financial analysis activities.
- Coordinate with auditors for internal and statutory audits.
- Maintain proper documentation and records as per accounting standards.
- Assist management with financial insights for strategic planning and business growth.

Educational Qualification

- Bachelor's Degree in Accounting, Commerce, Finance, or a related field.

Experience

- Minimum 4 years of proven experience as an Accountant.
- Prior experience in the Agriculture or Agro Chemical industry preferred.
- Experience handling taxation, compliance, audits, and financial reporting.

Required Skills

- Strong knowledge of accounting principles, standards, and taxation.
- Hands-on experience with Tally ERP, MS Excel, and accounting software.
- Knowledge of GST, TDS, Income Tax, and statutory compliance requirements.
- Financial reporting and bookkeeping expertise.

- Strong analytical and problem-solving abilities.
- Excellent attention to detail and organizational skills.
- Good communication and stakeholder coordination skills.
- Ability to work under deadlines and manage multiple tasks efficiently.

Employment Details

- Job Type: Full-time
- Employment Type: Permanent
- Work Location: In Person

Contact Information

Interested Candidates Please Contact:

LegalRaasta Technologies Pvt. Ltd.

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