

## Position : Accountant

### About the organisation:

Mehta Plast Corporation has been in the business of Plastic and Signage Industry since 1977. Located in Jaipur, Rajasthan, the organization work ranges from acrylic cut glow signs to large format solvent backlit translites to Oil companies Retail Visual Identity viz Monolith, Pylon, Totem, High Mast Signage and ACP Cladding. MPC's key strengths lie in its state of the art machinery and advanced equipment along with its technically skilled, highly experienced and strongly motivated hard working team.

### Job Brief:

We are looking for an Accountant to manage all financial transactions, from fixed payments and variable expenses to bank deposits and budgets. We are looking for accountants who are comfortable to work at office location- Jaipur.

- Manage all accounting transactions & Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Comply with financial policies and regulations.

### Job Requirement :

- Education Qualification- graduate accounting/finance/relevant degree
- Advanced knowledge of Microsoft Excel.
- Strong attention to detail and good analytical skills
- Advanced time management and team work capabilities.
- Hands-on experience with accounting software like Tally