



<https://jobquest.jobsworld.com/job/phonepe-careers-2023-work-from-home-general-accountant-post/>

## PhonePe Careers 2023 – Work From Home – General Accountant Post

**Hiring organization**  
PhonePe

### Job Location

Remote work possible

### Date posted

July 3, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

### Valid through

30.09.2025

### Base Salary

Rs. 15,000 - Rs. 40,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time, Work From Home

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## PhonePe Jobs in India

Job Description: PhonePe is seeking a skilled and detail-oriented General Accountant to join our team. As a General Accountant, you will play a vital role in managing financial transactions, ensuring accuracy in financial records, and providing valuable insights to support decision-making. Your expertise in accounting principles, attention to detail, and analytical skills will contribute to the financial success of our organization.

### Responsibilities:

- Responsibilities:
  1. Maintain accurate and up-to-date financial records by recording, verifying, and reconciling financial transactions in accordance with accounting principles and company policies.
  2. Prepare and analyze financial statements, including balance sheets, income statements, and cash flow statements, to provide accurate and timely financial information to management.
  3. Perform month-end and year-end closing procedures, including journal entries, accruals, and adjustments, to ensure the completeness and accuracy of financial data.
  4. Assist in the preparation of budgets, forecasts, and financial plans, providing insights and recommendations to support effective financial decision-making.
  5. Collaborate with cross-functional teams, including procurement and accounts payable, to ensure accurate and timely recording of vendor invoices, payments, and expense reports.

6. Reconcile bank statements, credit card statements, and other financial accounts, investigating and resolving any discrepancies.
7. Process accounts payable and accounts receivable transactions, ensuring timely and accurate payments and collections.
8. Assist in the preparation and filing of tax returns, ensuring compliance with tax laws and regulations.
9. Assist in the coordination of internal and external audits, providing necessary documentation and support.
10. Stay updated with changes in accounting regulations and industry best practices, continuously enhancing accounting knowledge and skills.

(adsbygoogle = window.adsbygoogle || []).push({});

### Skills:

- Skills and Qualifications:
  1. Bachelor's degree in Accounting, Finance, or a related field. A professional accounting qualification (e.g., CPA, CMA) is advantageous.
  2. Strong knowledge of accounting principles, practices, and regulations.
  3. Proficiency in accounting software and ERP systems, with the ability to utilize technology for efficient and accurate financial record-keeping.
  4. Excellent analytical and problem-solving skills to identify and resolve accounting discrepancies and issues.
  5. Attention to detail and accuracy in financial data entry, calculations, and analysis.
  6. Strong organizational and time management skills to meet deadlines and prioritize tasks effectively.
  7. Excellent communication and interpersonal skills to collaborate with internal teams and stakeholders.
  8. Proficiency in MS Excel and other relevant software applications for financial analysis and reporting.
  9. Ethical and trustworthy, maintaining confidentiality and handling sensitive financial information with discretion.
  10. Ability to work both independently and collaboratively within a team environment.

**Experience:** Freshers with a strong academic background in accounting or finance are encouraged to apply. Prior internships or coursework in accounting or related fields are advantageous.

**Important Links** [Find the Link in Apply Now Button](#)

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});