



JOB DESCRIPTION

Role: Accountant

Position and remuneration: As per Industry and experience

Location: Kolkata (India)

Major Areas of Responsibilities but not limited to:

Job brief

We are looking for an Accounting Manager to supervise, track and evaluate day-to-day activities. Accounting Manager Responsibilities include establishing financial status by developing and implementing systems for collecting, **analyzing**, verifying and reporting information. We are also looking for someone to work closely with our **financial management** team.

Accounting Manager Responsibilities include:

- Manage and oversee the daily operations of the accounting department including:
 - Month and Year end process
 - Accounts Payable/ Receivable
 - Cash receipts
 - General Ledger
 - Payroll and utilities
 - Treasury, budgeting
 - Cash forecasting
 - Revenue and expenditure variance analysis
 - Capital assets reconciliations
 - Trust account statement reconciliations,
 - Check runs
 - Fixed asset activity
 - Debt activity

- Monitor and analyze accounting data and produce financial reports or statements
- Establish and enforce proper accounting methods, policies and principles
- Coordinate and complete annual audits
- Provide recommendations
- Improve systems and procedures and initiate corrective actions
- Assign projects and direct **staff** to ensure compliance and accuracy
- Meet financial accounting objectives
- Establish and maintain fiscal files and records to document transactions

Requirements

- Proven working experience as Accounting Manager, **Accounting Supervisor** or Finance Manager
- Advanced computer skills on MS Office, accounting software and databases
- Ability to manipulate large amounts of data
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- High attention to detail and accuracy
- Ability to direct and supervise
- Degree in Accounting or Finance

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