



Senior Accountant - Scorecard

Role: Sr. Executive/Deputy Manager - Accounts

Mission/Purpose: Collect, analyse, record and report the financial data of a company.

Daily responsibilities:

1. Manage all accounting transactions.
2. Prepare & share project costing.
3. Timely invoicing on Zoho books.
4. Prepare budget forecasts.
5. Publish financial statements in time.
6. Handle monthly, quarterly and annual closings.
7. Reconcile accounts payable and receivable.
8. Ensure timely bank payments.
9. Compute taxes and prepare tax returns.
10. Manage balance sheets and profit/loss statements.

Role Competencies:

1. Accuracy
2. Financial reporting
3. Time management
4. Business acumen
5. Mathematical skills and deductive reasoning.
6. Team work
7. Organisation and attention to detail.
8. Strong verbal and written communication

What technical skills you require to perform in this role:

1. Zoho suite - Especially Zoho Books & Inventory
2. Maintaining Google calendar
3. Email etiquettes.

Cultural fit:

1. Don't deliver a product, deliver an experience.
2. Underpromise, Overdeliver
3. If you are five minutes early, you are already 10 mins late.
4. Without passion you don't have energy, without energy you have nothing
5. Innovation distinguishes between a leader and a follower
6. Wisdom is in knowing what you don't know.
7. Great things in a business are never done by one person, they are done by a team of people.
8. Your will is the most accurate way to predict your future.
9. Our customers are our brand ambassadors
10. Integrity is doing right even when no one is watching.
11. Focus on your customer and lead your people as through their lives depend on your success.



12. It's very important to have a feedback loop, where you are constantly thinking about what you have done and how you could be doing it better.
13. Kaal kare so aaj kar, aaj kare so abh - Kabir.

Outcomes / Responsibilities:

30 day targets

1. Learn all tech systems and product/service offerings to be effective in the position
2. Learn and use Zoho books and Zoho inventory in depth.
3. Understand the entire business process & process flow.
4. Take accountability of all the data entry.

60 day targets

1. Provide detailed Costing Analysis.
2. Provide Financial Analytics

90 day targets

1. Contribute to process improvement
2. Introduce better accounting practices.
3. Understand & take over the responsibility of admin.

KPI's

1. Entry error rate
2. Payment error rate
3. Days payable outstanding

Conclusion:

We are looking for dynamic millennial's & gen-z's with 5-8 years of rich experience. Start Up experience is a “++”.

Location - Goa & Gujarat

CTC - 5-7 Lakhs + PB (Flexible)

Please read the above scorecard carefully as every word has been thought through & is drafted to find us the most compatible match for our company.

If you feel you are the right fit for this role, please apply to the position o

