Job Description

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| **1. JOB DETAILS:** |
| **Position Title:** | **Accounts Executive** |
| **Company/Location** | 3D Future Technologies Pvt. Ltd.Inside Ador Powertron Limited Premises, Flash HousePlot No. 51, D-II Block, Ramnagar Complex, MIDC, Chinchwad, Pune-411019, India. |
| **Reports to** | Manager - Accounts  |
| **Email ID** | hr@flashorthodontics.in |
| **2. OVERVIEW OF COMPANY:** |
| A start-up from Ador Group in the field of 3D Printing (3D Printed Pre-Surgical Models, Anatomical Models, Training Guides & Medical Design Services) with a special interest in healthcare. The company has ambitious & aggressive plans in orthodontic market with its brand of clear aligners,Flash Orthodontics. To know more about us please log on to [www.flashorthodontics.in](file:///C%3A%5CUsers%5CSadaf%20Shaikh%5CDesktop%5CRupali%5Cwww.flashorthodontics.in). Subsidiary of the ADOR Group – (established in 1908 with its core businesses in Industrial Products & Services). More at – [www.3dfuturetechnologies.com](http://www.3dfuturetechnologies.com/). |
| **3. OVERALL JOB PURPOSE:** |
| To ensure recording of day-to-day accounting transactions. Petty cash handling Control and book monthly salary entry. Carrying out bank reconciliation. Work closely with the Operations and Production team. Invoicing and purchase order creation and maintenance. Tracking of pending orders and advances together with phase-wise delivery movement. Inventory Management Monthly reconciliation of physical inventory with the system. Monitor and Updating of the web portal (Flash Portal) of the Comp Manage Packaging Inventory File supporting the production Create BOM in Tally for invoicing Weekly Outstanding MIS generation and reporting. |
| **4. KEY ACCOUNTABILITIES:** |
| * Post and process journal entries to ensure all business transactions are recorded.
* Updating accounts receivable and issue invoices payable and perform reconciliation.
* Assist in the processing of balance sheets, income statements, and other financial statements according to legal and company accounting and financial guidelines.
* Update financial data in databases to ensure that information will be accurate and immediately available when needed.
* Assist senior accountants in the preparation of monthly/yearly closings.
* Work closely with the Sales, Operations, and Production teams.
* To ensure the facilitation of employees traveling (e.g booking hotels & flight tickets).
* Inventory Management Monthly reconciliation of physical inventory with the system entries.
* Create BOM in Tally for invoicing Weekly Outstanding MIS generation and reporting.
* Resolve account payable and receivable issues or queries.
* Accurately perform daily reconciliations of cash, check, and credit card transactions, and tally and file invoices.
* Assist in financial and tax audits, and general ledger preparation.
* Complete end-of-month close procedures.
* Data entry for maintaining data in various systems and excel sheets
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| **5. QUALIFICATIONS, EXPERIENCE & SKILLS:** |
| **Qualifications:**Bachelor in Commerce(B.com).**Minimum Experience:*** 3 to 4yrs in Accounting

**Job-Specific Skills:*** Experience in Tally ERP 9
* Excellent Communication
* Eye for detail and meticulous approach
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