



GEA BGR Energy System India Limited

JOB PROFILE

Position : Senior Executive/ Executive – Accounts
Department : Finance & Accounts
Qualification : CA Inter/ CMA Inter
Experience : 3yrs – 5yrs
Salary Package : 4 – 5 LPA

Roles & Responsibilities:

1. Oversee daily accounting operations, ensuring accurate recording and processing of all financial transactions, including general ledger entries and journal vouchers.
2. Manage timely period-end closings, reconcile accounts, generate financial reports, and ensure compliance with accounting standards and company policies.
3. Perform periodic bank reconciliations to ensure that all transactions are accurately reflected and to resolve discrepancies between bank statements and company records.
4. Calculate, prepare, and post provisions and accruals for month-end and year-end closings in line with accounting standards.
5. Regularly review ledgers to identify and correct discrepancies, ensuring compliance with standard accounting principles.
6. Process timely payments to vendors and employees, ensuring all payments are recorded accurately in the system. Manage payment schedules and follow up on overdue payments.
7. Monthly TDS payments and quarterly return filing.
8. Filing of GSTR-1, GSTR-3B monthly returns and GSTR-2B reconciliation and GSTR-9 & GSTR-9B Annual returns.
9. Co-ordination with Statutory Auditors for Annual Audit, Tax Audit and GST Audit.
10. Responding to GST / TDS related queries from Tax authorities.

Job Location: Guindy, Chennai

Requirement: 1

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Company Website: <https://www.geabgr.com/>


Authorized Signature



GEA BGR ENERGY SYSTEM INDIA LIMITED

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CORPORATE OFFICE: NO 39, OZONE PREMIA, 5TH FLOOR, DR. RADHAKRISHNAN SALAI, MYLAPORE, CHENNAI, INDIA - 600004, TEL: 91 44 69 920 200
FACTORY: A-5, PANNAMGADU INDUSTRIAL ESTATE, RAMAPURAM POST, TADA MANDAL, TIRUPATI DISTRICT, ANDHRA PRADESH, INDIA - 524401

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BASED ON THE KNOW - HOW OF GEA ENERGIETECHNIK GmbH, GERMANY