

Job Summary

Vaibhav Deshmukha Infraproject Pvt. Ltd. is looking for a **Site Account Executive** to manage day-to-day accounting activities at the project site. **Male Candidate Preferred.**

Key Responsibilities:

- Record and maintain **sales and purchase invoices on a daily basis**
- Maintain **cash and bank accounts** by posting daily transactions
- Generate **invoices and challans** in the company's accounting software
- Maintain and update **accounts payable and receivable**
- Perform **account reconciliations** regularly
- Prepare and submit **weekly and monthly financial reports**
- Ensure proper documentation of **site expenses and financial records**

Required Skills & Qualifications:

- Knowledge of **GST and TDS**
- Good understanding of **basic accounting principles**
- Proficiency in **MS Excel and MS Word**
- Strong attention to detail and organizational skills
- Ability to handle **site-level accounting work**

Contact Details:

For further queries, feel free to connect: **9326904419**