

<https://qapl.in/jobs/account-executive/>

## Account Executive

### Description

Location: Hyderabad

Shift: Day Shift (9:30 AM – 6:30 PM)

Working Days: Monday to Friday

Notice Period: Immediate to 15 Days

### Responsibilities

- Handle accounting entries in QuickBooks/ZohoBooks
- Prepare Bank Reconciliation Statements (BRS)
- Manage AP/AR, vendor invoices & reconciliations
- Maintain books of accounts, petty cash & journal entries
- Work on GST, TDS & other statutory compliances
- Prepare invoices & follow up on payments
- Assist in payroll & audit coordination

### Qualifications

1–4 years of accounting experience

Knowledge of Quick Books is mandatory

Good knowledge of GST, TDS & MS Excel

### Hiring organization

Quantum Asia Pvt. Ltd.

### Employment Type

Full-time

### Duration of employment

Long Term

### Industry

Private

### Job Location

Hyderabad, Telangana, India

### Working Hours

Day Shift (9:30 AM – 6:30 PM)

### Date posted

March 31, 2026