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