

# JOB DESCRIPTION

|                             |                   |
|-----------------------------|-------------------|
| <b>Role:</b>                | Account Executive |
| <b>Designation:</b>         | Account Executive |
| <b>Experience Required:</b> | 5 Years           |
| <b>Job Type:</b>            | Full Time         |
| <b>Location:</b>            | Sector 62, Noida  |

## About Tradologie.com

Tradologie.com is a next-generation B2B agro-commodity platform that leverages cutting-edge SaaS and AI technology. Our platform facilitates global transactions for a wide range of bulk agricultural commodities, such as rice, wheat, sugar, pulses, spices, edible oil, dry fruits, and various branded food products. We expedite and streamline the entire process from inquiry to payment, ensuring seamless transactions for our users.

## Description

Preparing accounting entries and reconciling general ledgers.

Providing detailed analysis and explanation of transactions.

Working with the company's accounts payable functions – maintaining invoice payment, ensuring accuracy and timeliness of payments.

Preparing monthly financial and various detailed reports.

Being familiar with Indian companies' laws and be able to research and interpret new laws.

Work with company CA for compliance-related activities.

Reconciliation of party accounts & banking.

Monthly audit of interests and billing of clients.

## **Responsibilities**

Preparing accounting entries and reconciling general ledgers. @@ Providing detailed analysis and explanation of transactions. @@ Working with the company's accounts payable functions – maintaining invoice payment, ensuring accuracy and timeliness of payments. @@ Preparing monthly financial and various detailed reports. @@ Being familiar with Indian companies' laws and be able to research and interpret new laws. @@ Work with company CA for compliance-related activities. @@ Reconciliation of party accounts & banking. @@ Monthly audit of interests and billing of clients.

## **Key Skills**

Bachelors or Master's in Accounting or Finance. @@ 5+ years of experience as a professional accountant. @@ Experience of using accounting software. @@ Knowledge of Indian accounting practices and taxation laws. @@ Proficiency with computers and MS Office (Word, Excel, PowerPoint). @@ Good written and verbal communication skills. @@ High level of accuracy, efficiency, honesty, and responsibility. @@ Motivation and a strong desire to take on new challenges and learn as much as possible. @@ Stability in previous jobs is preferred. @@ Proficiency in Tally ERP is necessary.