



## Symbiosis Centre for Distance Learning (SCDL)

Symbiosis Bhavan, 1065B, Gokhale Cross Road, Model Colony, Pune-16

Tel: 020-66211000, Fax: 020 -66211040, 66211041

Website: [www.scdl.net](http://www.scdl.net)

<b>Job Title</b>	Jr. US Accountant
<b>Company</b>	<a href="http://www.finsmartaccounting.com">Electronica Finsmart Solutions Pvt. Ltd.</a> <a href="http://www.finsmartaccounting.com">www.finsmartaccounting.com</a>
<b>Educational Qualification</b>	B.Com or M.Com or BBA or MBA (Finance)
<b>Relevant Experience</b>	1 year or more in core US Accounting, <b>Fresher's are welcome.</b>
<b>Job Role &amp; Responsibilities</b>	To record sale and expense accounting entries with accuracy and consistency
	To update and reconcile bank account and credit card statement
	To create new vendor and update the details of the existing vendors in the software.
	To ensure quality controls according to the execution and reporting of the process. Also to work on process improvement from time to time.
<b>Candidate Specifications</b>	
	Candidate with 1 year or more in US Accounting.
	Good Knowledge in US Accounting.
	Good written and Verbal Communication in English.
	Ability to handle clients calls and effective and timely email communication. Should be organised and detail oriented.
	<b>Male or Female candidates - 20 candidates with good Academics and excellent communication skills.</b>
<b>Job Location</b>	<b>Near Mahesh Vidyalay, Kothrud, Pune</b>
<b>Job Type</b>	Permanent - Full time – Afternoon shift (1:30 pm to 10 pm) – 5 days working in a week (Monday to Friday). Initially the students will undergo a <b>3 months internship</b> and then after completion of the internship (training on US Accounting), jobs will be offered to them.

**Contact Person: Rishi Moolani - Hiring Manager**

**Contact No: +91 9975584364**

**Email: [resume@finsmartaccounting.com](mailto:resume@finsmartaccounting.com)**