

## **Jr. Accounts Executive – JD**

1. Handles accounts payable work, including vendor payments and basic documentation.
2. Enters all accounting data correctly in Tally and maintains proper ledger records.
3. Performs regular bank reconciliation and matches books with bank statements.
4. Has good knowledge of journal entries, payment entries, receipt entries, and contra transactions.
5. Understands banking processes like NEFT, RTGS, fund transfers, FD forms and other bank-related documents.
6. Maintains manual records such as labour books, advance registers, and other routine accounting paperwork.