

JOB DESCRIPTION

Accounts cum Billing Executive

Location	Gomtipur, Ahmedabad
No. of Openings	2

KEY RESPONSIBILITIES

- Prepare and process invoices accurately, including GST and Non-GST invoices.
- Maintain billing records and documentation for audit purposes.
- Verify sales orders, purchase orders, and payment details before billing.
- Update billing information in accounting software such as Tally / ERP.
- Coordinate with internal teams including Sales, Dispatch, and Stores for smooth billing operations.
- Prepare MIS reports and resolve billing discrepancies.
- Handle GST filing including GSTR-1, GSTR-3B, and reconciliation of GSTR-2A / 2B.
- Prepare and issue Credit Notes and Debit Notes for sales returns, rate differences, and discounts.
- Manage purchase inward entries and verify them against GRN, PO, and supplier invoices.
- Manage E-way Bill generation and ensure E-invoicing compliance.
- Reconcile ledger accounts including Debtors, Creditors, and GST ledgers.

CANDIDATE PROFILE

The ideal candidate should have strong attention to detail and practical knowledge of accounting, billing, GST compliance, reconciliation, and ERP-based billing operations. Good coordination and documentation skills are essential for this role.