

RNS Job Descriptions

Job Title: Tally Operator

Location: Minto Park, Kolkata

Reporting To: CFO

Experience Required : 02 to 04 Years

Salary Package Offered : 1.5 Lacs to 2 Lacs PA

Position Overview:

Accounts Tally Executive is responsible for managing and maintaining financial transactions, ensuring accuracy in accounting records using tally ERP software and supporting the financial team in day-to-day operations. The role requires attention to detail, proficiency in Tally and knowledge of accounting principles.

Key Responsibilities:

1. **Tally Management:**
 - Record daily financial transactions in Tally ERP, including sales, purchases, payments and receipts.
 - Maintain up-to-date ledgers, trial balance, and balance sheets.
2. **Bank Reconciliations:**
 - Perform regular bank reconciliations to ensure alignment between bank statements and company records.
3. **Accounts payable and Receivable:**
 - Monitor and manage vendor payments and customer invoices.
 - Follow Up on overdue payments and prepare accounts statements.
4. **Taxation Compliance:**
 - Calculate and record GST, TDS, and other customer invoices.
 - Assist in filing tax returns and compliance reporting.
5. **Data Accuracy:**
 - Verify invoices, receipts and other financial documents for accuracy.
 - Identify and resolve discrepancies in accounting records.
6. **Support:**
 - Assist the financial team with months end and year end closing.
 - Support internal and external audits by providing relevant data.

Qualification and Skills:

- Education: Bachelor's degree in Accounting, Finance or related field.
- Experience: 1 - 3 years of experience in accounting software is a plus.
- Technical Skills:
 - Proficiency in Tally ERP.
 - Knowledge of MS Excel and other accounting software is a plus.
- Soft Skills:
 - Attention to details and accuracy
 - Strong analytical and organizational skills
 - Good communication and team collaboration abilities.