

Job Title	Assistant Manager – Accounts & Finance
Company	Brij & Co.
Location	Rai, Sonipat

Position Overview:

We are seeking a detail - oriented and experienced **Assistant Manager – Accounts & Finance** to support the day-to-day operations of the finance department. The ideal candidate should possess strong accounting knowledge, statutory compliance understanding, and hands-on experience in managing books of accounts, reconciliations, and financial reporting.

Key Responsibilities:

- Oversee daily accounting operations including journal entries, ledger maintenance, and reconciliation of accounts.
- Assist in finalization of monthly, quarterly, and annual financial statements.
- Prepare and monitor budgets, cost analysis, and variance reports.
- Handle GST, TDS, PF, ESI, and other statutory compliances and returns.
- Coordinate with auditors for internal, statutory, and tax audits.
- Manage vendor payments, receivables, and ensure timely reconciliations.
- Support in managing cash flow, fund planning, and banking operations.
- Monitor inventory valuation and coordinate with store/accounts for stock accuracy.
- Ensure timely and accurate MIS reporting to management.

Qualification and Skills Required:

- B.Com/ M.Com/ MBA (Finance)/ CA Inter
- Minimum 6 years of experience in managing accounts
- Strong knowledge of accounting principles, taxation and compliance.
- Proficient in Tally ERP/ MS Excel and google sheets.

How to Apply:

Please submit your resume and portfolio at **jobs@brij.com** and why you are the ideal candidate for this position.

Benefits:

- Competitive Salary
- Health Insurance
- Opportunities for professional development and growth

Brij & Co

manufacturers & exporters : t-shirts, shirts, caps & uniforms

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