

## Job Description

1. JOB DETAILS:	
Position Title:	Accountant
Company/Location	3D Future Technologies Pvt. Ltd. /Mumbai
Reports to:	General Manager
Date Prepared/Revised:	6 <sup>th</sup> March, 2019
Contact Person	Malini Mansukhani
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Contact Number	98205 47942

2. OVERVIEW OF COMPANY
<p>A start-up from Ador Group in the field of 3D Printing with a special interest in healthcare. The company has ambitious &amp; aggressive plans in orthodontic market with its brand of clear aligners, Flash Orthodontics. To know more about us please log on to <a href="http://www.flashorthodontics.in">www.flashorthodontics.in</a>. Subsidiary of the ADOR Group – (established in 1908 with its core businesses in Industrial Products &amp; Services). More at – <a href="http://www.3dfuturetechnologies.com">www.3dfuturetechnologies.com</a>.</p>

3. OVERALL JOB PURPOSE:
<p>To be an integral part of the accounts team who is responsible for inventory, invoicing and reconciliation.</p>

#### 4. KEY ACCOUNTABILITIES:

##### **Invoicing, Quotation & Purchase Order**

1. Creating, maintaining and monitoring invoice, delivery challan, Performa invoice
2. Making sure correct information is delivered and mentioned on the invoice
3. Maintaining, creating trackers for Proforma Invoice, Tax invoice and Certification fees
4. Ensuring DEEs submit the details required to create invoice on time
5. Understanding and working out an easy solution for creation of invoice and/or Performa invoice in order to collect advance funds from orthodontists
6. Maintaining, sharing, tacking Purchase Order (PO) to vendors as per terms mutually agreed upon

##### **Accounting Work**

7. Ensuring that sales and purchase records are updated on the email
8. Creating reports, excel sheets for vendors or customers as and when required by management. Timely sharing of MIS
9. Reaching out to Tally support executives for any issue related to Tally. Ensuring tally servers are up and running all the time
10. Processing salary of employees as per information shared by HR department based on leave deductions and/or leave without pay
11. Processing salary of employees and staff members per TDS calculation
12. Calculating and Processing salary of employees at the end of the month as per the release date mentioned by management
13. Maintaining leaves for employees and keeping leave forms on file
14. Comparing monthly budget and actuals of companies P&L
15. Calculating, reporting and filling monthly, quarterly and/or yearly tax
16. Making sure a successful audit is conducted and helping with all documents required by auditors
17. Computation of Service tax, VAT, TDS, PF, PT and GST
18. Accounting and releasing the reimbursement of employees expenses
19. Processing Employee Provident fund (EPF) for employees

**Inventory Management**

20. Making sure raw material stocks for all required products is maintained and reported on time to accounting department
21. Sitting with production department to help resolve stocks discrepancy, if any, at end of the month
22. Collecting stock supporting documentation before sharing invoice, delivery challan or PI

**Bank related work**

23. Regularly checking online bank portal to match and account for bank activity
24. Submitting NEFT forms to make payment to vendors
25. Regular Bank Reconciliations
26. Monitoring cash flows and submitting details regularly to accounts department
27. Making sure cheques and incoming cash is deposited on time with the bank
28. Regulating cash flows and giving employees cash against "I owe you" forms
29. Accounting for Cash, Bank, Sales, Purchase, Expense and Payment vouchers
30. Making international funds transfer to vendors out of country for import of material

**Documentation**

31. Making sure all documents w.r.t. to international funds transfer are stored and/or submitted to the bank
32. Collecting, documenting and submitting import documents including Bill of Entry (BOE)
33. Maintaining, updating the Flash wallet regularly and updating DEE regarding the same
34. Maintaining Employee files for new and existing employees
35. Preparing and sharing quarterly, yearly financials with required management members

**5. QUALIFICATIONS, EXPERIENCE & SKILLS:**

- Good knowledge of GL & accounting principles, activities and process.
- Good Computer skills such as Windows – Word, Excel, - Good excel knowledge essential.
- Candidates with experience of working on Tally ERP with GST and inventory module.
- M. Com/B. Com with 2 years relevant, practical experience.
- Candidates from Manufacturing Industry preferable
- Candidate should have good inter-functional interaction.
- CTC:
- Location: Fort, Mumbai