

Senior Accountant

Manage Financial Integrity for High-Impact Corporate Events

Job Overview

LOCATION

Pune, Maharashtra

EMPLOYMENT TYPE

Full-Time

EXPERIENCE

3 - 5 Years

DEPARTMENT

Finance & Accounts

REPORTS TO

Director of Operations

Why Bold Marketing?

We are Maharashtra's premier event management company, crafting larger-than-life corporate gatherings, product launches, and brand experiences. Join a high-energy team where finance enables creativity and execution excellence.

About the Role

We are looking for a detail-oriented Senior Accountant to lead our day-to-day financial operations. You will manage end-to-end accounting, tax compliance (GST, TDS), project-based event cost tracking, invoicing, and vendor payouts. This role is crucial for maintaining the financial health of our large-scale corporate events.

Key Responsibilities

- **Project Costing:** Collaborate with event execution teams to manage project-specific budgets, monitor input expenses, and calculate profit margins.
- **Tax & Compliance:** Lead statutory filings including monthly GST returns (GSTR-1, GSTR-3B), ITC reconciliation, TDS deductions, and professional tax.
- **Receivables & Payables:** Oversee invoicing processes for corporate clients, track overdue payments, verify vendor bills, and optimize payment cycles.
- **Financial Reporting:** Prepare month-end reconciliation sheets, profit and loss logs, cash flow statements, and present reports to leadership.
- **Audit Support:** Maintain immaculate books of accounts in Tally Prime, lead monthly bank reconciliations, and coordinate with statutory auditors.

Who You Are

- A graduate in Commerce (B.Com/M.Com) or Finance (Inter-CA is highly valued).
- 3+ years of core accounting experience, preferably in event management, marketing agencies, or service-based industries with project-based billing.
- Pro in **Tally Prime / ERP 9**, Microsoft Excel (Advanced formulas, VLOOKUPs, pivot tables), and GST portals.
- Excellent communication skills to handle client queries and negotiate terms with suppliers.