

<https://www.fintax24.in/job/bookkeeping-executive/>

Bookkeeping Executive

Description

Are you detail-oriented, organized, and passionate about finance? FinTax24 is hiring a **Bookkeeping Executive** to join our dynamic accounting team. This role is ideal for someone who enjoys working with numbers, maintaining financial records, and ensuring accuracy in day-to-day transactions.

As a Bookkeeping Executive, you will handle core bookkeeping tasks, support financial operations, and assist in maintaining accurate client records. If you have experience or interest in Tally, Zoho Books, Excel, or QuickBooks—and want to grow your career in accounting and taxation—this is a great opportunity.

Whether you're looking for a bookkeeping job in Gujarat or aiming to gain practical finance experience, FinTax24 offers a professional, growth-focused work environment.

Responsibilities

- Maintain daily financial records, ledgers, and accounting entries.
- Handle data entry of invoices, receipts, payments, and other transactions.
- Reconcile bank statements and financial discrepancies.
- Prepare basic financial reports, summaries, and account statements.
- Support the team with GST, TDS, and ITR-related bookkeeping.
- Assist in managing client files, documents, and compliance records.
- Work with accounting software like Tally, Zoho Books, QuickBooks, and Excel.
- Coordinate with senior accountants and ensure timely task completion.

Qualifications

- B.Com / M.Com / MBA (Finance) or equivalent background.
- Basic understanding of bookkeeping principles and accounting standards.
- Familiarity with Tally, Excel, Zoho Books, or QuickBooks is a plus.
- Freshers or candidates with up to 1 year of experience can apply.
- Good organizational, communication, and time-management skills.
- Accuracy, attention to detail, and a willingness to learn are essential.

Job Benefits

- **Practical Experience:** Real-time exposure to bookkeeping, compliance, and accounting tools.
- **Growth Opportunities:** Mentorship from experienced accountants and tax professionals.
- **Work Environment:** Friendly and professional team culture.
- **Learning Tools:** Training in accounting software and finance processes.
- **Recognition:** Certificate of Employment and performance-based incentives.
- **Career Path:** Potential for long-term employment based on performance.

Hiring organization

FinTax24

Employment Type

Full-time, Intern

Beginning of employment

Immediate or within 1 week of selection

Duration of employment

12 Months*

Industry

Accounting and Taxation

Job Location

FinTax24, First Floor, 24 Square, Nr. Hotel Nandini, Bhavnagar Road, 364270, Palitana, Gujarat, India

Working Hours

09:00AM To 07:30PM (Monday to Saturday)

Date posted

October 18, 2025

Valid through

31.12.2025

