

Job Title- Accounts Manager
Number Of Vacancies- 2
Company Name- J4C Projects Private Limited
Location- Mumbai, Sakinaka, India
Job Type: Full-Time
Department: Accounts & Finance
Salary- Best In Industry

Position Overview

We are seeking an experienced and detail-oriented Accounts Manager to oversee the financial operations of our construction company based in Mumbai. The ideal candidate will have strong expertise in accounting, financial management, and compliance, with a proven track record in managing the financial activities of construction projects.

Key Responsibilities-

1- Financial Management & Reporting

- a- Oversee day-to-day accounting operations, including bookkeeping, accounts payable, and receivable.
- b- Prepare, analyse, and present monthly financial statements and project profitability reports.
- c- Develop and monitor budgets for ongoing and upcoming construction projects.
- d- Manage cash flow and ensure the availability of funds for projects.

2- Cost Control & Budgeting

- a- Implement cost control measures and regularly review project expenses to ensure budget adherence.
- b- Prepare detailed cost estimations and evaluate financial risks related to construction projects.
- 3- Identify opportunities for cost reduction without compromising project quality.

3- Taxation & Compliance

- a- Ensure timely filing of GST, TDS, Income Tax, and other statutory obligations.
- b- Stay updated with financial regulations, tax laws, and compliance requirements specific to the construction industry in India.
- c- Coordinate with auditors for annual audits and ensure compliance with financial policies.

4- Vendor & Client Management

- a- Manage vendor accounts, negotiate payment terms, and ensure timely payments.
- b- Reconcile accounts with subcontractors, suppliers, and clients.
- c- Handle billing and invoicing for projects and ensure timely collections.

5- Team Leadership & Collaboration

- a- Supervise and guide the accounts team in maintaining accurate financial records.
- b- Collaborate with project managers and senior management to forecast budgets and financial needs.
- c- Ensure smooth communication between finance and other departments.

Qualifications & Skills

Educational Qualifications:

Bachelor's/Master's degree in Accounting, Finance, or a related field.
CA-Inter /ICWA / MBA Finance qualification is preferred.

Experience:

Minimum 5–7 years of experience in accounting and financial management, preferably in the construction or infrastructure sector.

Technical Skills: Proficiency in accounting software (e.g., Tally, QuickBooks, or ERP systems), Advanced knowledge of Microsoft Excel and financial modelling, Familiarity with GST, TDS, and other Indian tax regulations.

Soft Skills:

Strong analytical and problem-solving skills.

Excellent communication and interpersonal skills.

Ability to handle pressure and meet deadlines in a fast-paced environment.

Preferred Candidate Attributes

Experience working with construction companies in Mumbai or familiarity with the region's financial practices.

Knowledge of RERA (Real Estate Regulatory Authority) compliance.

Strong negotiation skills and ability to manage multiple stakeholders effectively.

Work Location & Hours; Location: Mumbai Head Office

Working Hours: Monday to Saturday, 9:30 AM to 6:30 PM (**flexibility may be required based on project needs**).

Remuneration

Competitive salary package based on qualifications and experience.

If you have a passion for numbers, attention to detail, and the ability to manage the financial complexities of construction projects, we invite you to apply and join our dynamic team in Mumbai.

Interested candidates can apply with updated resume on email id as **hr.jett4construction@gmail.com**