

ACCOUNTS EXECUTIVE

Location: East Street, Camp, Pune | **Job Type:** Full-time | **Experience:** 04-07 Years | **Industry:** Real Estate, Construction | **Gender:** Female, Male

About Us

Kumar Properties Lifespaces Pvt. Ltd. is one of India's most trusted and respected real estate brands, with a rich legacy of over 60 years in shaping urban landscapes. Headquartered in Pune, we have successfully delivered more than 35,000 satisfied homes and numerous commercial landmarks across key locations.

Our commitment to quality construction, timely delivery, and customer satisfaction has earned us an unmatched reputation in residential and commercial real estate. At Kumar Properties, we don't just build spaces — we craft enduring lifestyles.

The Opportunity

Accounts Executive will be responsible to manage daily financial transactions, including accounts payable/receivable, bank reconciliations, and expense tracking for property projects. Support month-end closings, ensure GST/TDS compliance, and assist in maintaining accurate financial records. Essential skills include Tally/ERP proficiency, Excel expertise.

Key Job Responsibilities

- **Day-to-Day Accounting:** Maintain daily entries for real estate projects, including sales, purchases, expenses, petty cash handling and voucher payments, vendor payments etc.
- **Accounts Payable/Receivable:** Process invoices, print/distribute cheques, and manage vendor/customer reconciliations, bank reconciliations
- **Financial Reporting & Closings:** Assist in preparing monthly, quarterly, and yearly financial statements, trial balances, and MIS reports.
- **Taxation & Compliance:** Assist with GST data preparation, returns, Input Tax Credit reconciliation, and TDS deductions/challans.
- **Project-wise Accounting:** Track expenses related to specific construction projects, including site costs and inventory management.
- **Bookkeeping and Transactions:** Recording daily financial transactions, including posting invoices, expenses, and payments. Maintain organized files of all transactions for audit purposes.

- **Maintenance Account:** Day-to-day bookkeeping, managing accounts receivable (maintenance fees) and payables (vendor payments), and maintaining accurate financial records. Ensure timely billing, vendor payments and bank reconciliations. Manage the distribution of maintenance receipts and address customer queries.
- **Bill Payments:** Handle the payment of water bills and MSEDCL electricity bills.

Required Qualifications and Skills

- **Education:** Degree in accounting (B. Com/M. Com/M.B.A Finance).
- **Experience:** 04–07 years of experience, ideally in real estate or construction accounting.
- **Technical Skills:** Proficiency in MS Excel and accounting software (e.g., Tally Prime, ERP systems, TDS Saral, Winman etc).
- **Knowledge:** Working knowledge of GST, TDS, and basic Accounting Principles.
- **Soft Skills:** Strong attention to detail, analytical skills, and ability to meet deadlines.