

**Job Title:** Jr Accounting Controller

**Company:** Scan Global Services Private Limited

**Location:** Indore, Mumbai, Bangalore

**About Us:**

Scan Global Services Private Limited is a Consultancy firm specializing in providing assistance to US-based CPA, Tax professionals and US Corporates.

**Job Description:**

We are seeking a highly motivated and detail-oriented Accounting Professionals to join our team at Scan Global Services Private Limited. In this role, you will play a crucial part in assisting US-based companies in managing their Accounts. You will work closely with CFO/CEO and gain valuable exposure to the financial reporting process.

**Key Responsibilities:**

The Accounting Controller (Mid-Level) will play a crucial role in overseeing financial activities and ensuring accurate accounting processes across multiple locations or project sites. This position involves managing all transactions relating to financial statements, preparing and assisting for financial audits, and preparing comprehensive financial reports. The ideal candidate should possess a strong understanding of accounting principles, hands-on experience in field accounting, and the ability to work independently while coordinating with various teams.

1. Prepare comprehensive accounting memos for complex transactions in accordance with relevant ASCs, including but not limited to:
  - Revenue (ASC 606), Leases (ASC 842), Derivatives and Hedging (ASC 815), Business Combinations (ASC 805)
2. **Payroll Management:**
  - Oversee and finalize payroll processes ensuring accuracy and compliance with regulatory requirements.
  - Collaborate with HR to resolve any payroll-related issues and ensure timely payment of salaries and benefits.
3. **Bank Reconciliation:**
  - Review and verify all bank-related entries.
  - Perform regular reconciliations to ensure accuracy and completeness of financial records.
4. **Financial Statements:**
  - Prepare draft financial statements for filings in accordance with GAAP and SEC regulations.
  - Ensure all financial reports are accurate, complete, and submitted within required deadlines.

**5. Audit Coordination:**

- Serve as the primary point of contact for external auditors.
- Coordinate audit activities and provide necessary documentation and explanations.
- Ensure timely and successful completion of audits with minimal discrepancies.

**6. Compliance and Reporting:**

- Ensure compliance with all relevant accounting standards and regulatory requirements.
- Stay updated on changes in accounting standards and regulations to ensure continued compliance.
- Prepare and present detailed financial reports to senior management as required.

**Qualifications & Experience Required:**

1. Bachelor's degree in accounting, finance, or a related field.
2. Experience of minimum 3 years in a similar role is a must.
3. Mandatory working knowledge / understanding of US GAAP.
4. Proficiency in Accounting Software's like : QuickBooks or SAGE or XERO or Netsuites.
5. Strong communication in English language is mandatory.
6. Proficiency in Microsoft Excel.
7. Ability to work under deadlines and handle multiple tasks simultaneously.
8. Willingness to learn and adapt to changing regulations and industry standards.

To apply, please submit your resume and a cover letter outlining your qualifications, experience and interest in the accounting role at Scan Global Services Private Limited. We look forward to welcoming a dedicated and talented individual to join our team.