

Marconix Sales Solutions Private Limited

<https://marconix.in/job/account-executive/>

Account Executive

Description

- **Job Title:** Junior Accountant / Accounts Executive (Tally & Excel)
- **Location:** HSR Layout, Bengaluru (Work from Office)
- **Salary:** ₹12,000 – ₹15,000 per month (Based on experience)
- **Job Type:** Full-time, Permanent

About the Role

We are looking for an energetic and detail-oriented **Junior Accountant** to join our finance team on-site at our HSR Layout office. This is an ideal opportunity for freshers or entry-level accounting professionals who possess strong numerical skills, working knowledge of accounting software, and proficiency in spreadsheet management.

Key Responsibilities

- Maintain daily day-to-day accounting entries using **Tally Prime / ERP 9**.
- Prepare and process sales invoices, purchase vouchers, and payment receipts.
- Manage petty cash transactions and perform regular cash reconciliations.
- Assist team with **GST, TDS filing support, and bank reconciliations**.
- Generate, update, and manage financial reports, trackers, and data sheets in **MS Excel**.
- Follow up on accounts receivable and accounts payable with vendors and clients.
- Assist in monthly closing activities and physical audit documentation.

Requirements & Skills

- **Education:** Bachelor's degree in Commerce (B.Com) or finance-related field.
- **Experience:** 1 to 2 years (Freshers with strong foundational knowledge are welcome to apply).
- **Software Knowledge:** Strong working knowledge of **Tally** software.
- **MS Excel:** Good working knowledge of **MS Excel**. Practical knowledge of **Advanced Excel** features (VLOOKUP, HLOOKUP, Pivot Tables, SUMIF, data filters, and basic formulas) is a **strong added advantage**.
- Good understanding of core accounting concepts, debit/credit rules, and GST basics.
- High attention to detail, accuracy with numbers, and good communication skills.

Pay: ₹12,000.00 – ₹15,000.00 per month

Benefits:

- Flexible schedule
- Paid sick time

Ability to commute/relocate:

Hiring organization

Marconix Sales Solution Private Limited

Employment Type

Full-time

Job Location

HSR Layout, Bengaluru, Karnataka, India

Base Salary

₹ 12,000 - ₹ 15,000

Date posted

September 21, 2026

- HSR Layout, Bengaluru, Karnataka: Reliably commute or planning to relocate before starting work (Required)

Education:

- Bachelor's (Required)

Experience:

- Tally: 1 year (Required)
- Accounting: 1 year (Required)
- Bookkeeping: 1 year (Required)
- Microsoft Excel: 1 year (Required)
- Advance Excel: 1 year (Required)
- VLOOKUP: 1 year (Preferred)

Language:

- Hindi (Preferred)

Work Location: In person