Kaamfu

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Senior Corporate Bookkeeper

Hiring organization
Kaamfu

Employment Type
Full-time

Job Location
Remote work from: India

Date posted
February 7, 2025

Description

Prospus Consulting Pvt. Ltd. is seeking a Senior Corporate Bookkeeper to manage financial operations, payroll processing, and compliance across both US and Indian markets. This role involves strategic financial execution, compliance management, payroll administration, and process optimization, ensuring accurate financial reporting and regulatory adherence.

Responsibilities

Financial Management & Reporting

- Maintain detailed and accurate records of all financial transactions (invoices, receipts, bank statements, payments, and reconciliations).
- Generate weekly, monthly, and ad-hoc financial reports for management, providing insights into financial performance and trends.
- Ensure compliance with GAAP (US) and Indian Accounting Standards, along with regulatory reporting.
- Conduct budget forecasting, cost control, and variance analysis to optimize financial decision-making.
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Payroll Processing & Compliance

- Manage end-to-end payroll processing for employees and contractors in both India and the US.
- Ensure compliance with PF, ESI, TDS, GST, gratuity, and other statutory deductions.
- Process payroll adjustments, bonuses, reimbursements, and tax deductions accurately.
- Stay updated on changing labor laws and payroll regulations in both markets.

Process Optimization & Compliance

- Oversee accounts payable and receivable, ensuring timely and accurate billing, invoicing, and vendor payments.
- Ensure compliance with GST, TDS, US taxation frameworks, and financial audits.
- Identify and implement process improvements to enhance financial efficiency.
- Assist in tax preparation and statutory filings across both markets.
- Monitor and ensure compliance with transfer pricing regulations for cross-border transactions.

Leadership & Strategic Execution

- Lead financial projects, including system upgrades, process automation, and internal audits.
- Collaborate with senior management for financial strategy planning and risk assessment.
- Conduct risk management analysis, ensuring financial stability and

mitigating compliance risks.

Qualifications

- Bachelor’s or Master’s degree in Accounting, Finance, or a related field.
- Strong knowledge of GAAP (US), Indian Accounting Standards, taxation, and compliance frameworks.
- Experience in payroll processing for both India and the US, including tax deductions, benefits, and compliance.
- Understanding of transfer pricing regulations and compliance for international financial transactions.
- Expertise in QuickBooks, Tally, Zoho Books, ADP, Gusto, or other payroll/accounting software.
- Advanced proficiency in Excel for financial analysis.
- Excellent problem-solving, leadership, and process optimization skills.
- Strong communication skills to liaise with stakeholders and management.
- Ability to work independently in a remote setup while meeting deadlines.
- CA certification is a plus.

Experience

- 6+ years of experience in bookkeeping, payroll processing, and financial compliance across both US and Indian accounts.