

**Job Title: Accounts Executive**

**Location: Madras Race Club, Chennai, Tamil Nadu**

**Job Type: Full-Time**

**Reports To: Accounts Manager**

**About Madras Race Club:**

Madras Race Club (MRC) is a premier horse racing club in India with a rich heritage and history. MRC is committed to providing a world-class racing experience and upholding the highest standards of integrity and professionalism in the sport. We are seeking a dedicated and skilled Accounts Executive to join our dynamic team and contribute to our financial management and reporting functions.

**Job Summary:**

The Accounts Executive will be responsible for managing the club's financial transactions, maintaining accurate financial records, preparing reports, and ensuring compliance with accounting standards and regulations. This role requires strong analytical skills, attention to detail, and the ability to work effectively in a team environment.

**Key Responsibilities:**

**1. Financial Record Keeping:**

- Maintain accurate and up-to-date financial records.
- Record all financial transactions in the accounting system.
- Ensure proper documentation and filing of all financial records.

**2. Accounts Payable and Receivable:**

- Process and manage accounts payable and receivable.
- Verify and reconcile invoices and statements.

- Ensure timely payments to vendors and follow up on outstanding receivables.

### **3. Bank Reconciliation:**

- Perform monthly bank reconciliations.
- Investigate and resolve any discrepancies.

### **4. General Ledger Maintenance:**

- Assist in maintaining the general ledger.
- Prepare journal entries and account reconciliations.
- Ensure accuracy and completeness of the general ledger.

### **5. Financial Reporting:**

- Prepare and assist in the preparation of financial reports and statements.
- Generate monthly, quarterly, and annual financial reports.
- Assist in the preparation of budgets and forecasts.

### **6. Compliance and Audit:**

- Ensure compliance with accounting standards and regulatory requirements.
- Assist in internal and external audits.
- Prepare necessary documentation for audits and ensure timely completion.

### **7. Taxation:**

- Assist in the preparation and filing of tax returns.
- Ensure compliance with tax regulations and timely payment of taxes.

## **8. Support Functions:**

- Provide support to the Accounts Manager and other team members as required.
- Assist in process improvements and system enhancements.

## **Qualifications and Skills:**

- Bachelor's degree in Accounting, Finance, or a related field.
- 2+ years of experience in accounting or finance.
- Proficiency in accounting software and Microsoft Office Suite (especially Excel).
- Strong understanding of accounting principles and practices.
- Excellent analytical and problem-solving skills.
- High level of accuracy and attention to detail.
- Strong organizational and time management skills.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Knowledge of the racing industry is a plus but not required.

## **Benefits:**

- Competitive salary and benefits package.
- Professional development and growth opportunities.
- A dynamic and collaborative work environment.
- Opportunities to attend and participate in exclusive racing events.

**How to Apply:**

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience to [hr@madrasraceclub.com] with the subject line "Accounts Executive Application - Madras Race Club."

**Application Deadline: [10<sup>th</sup> June 2024]**

Madras Race Club is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.