



## Specialist- Finance and Accounts, New Delhi

### Position Overview

We are looking for a proactive, trustworthy & high in integrity Finance professional who is well versed in handling the finance functions and other related tasks. We require a Finance and Accounts Specialist to help us in managing finance, accounting, tax & compliance, payroll, managing account receivables and payables.

### About Studio Mosaic

Studio Mosaic is an award-winning, growth-oriented mobile app marketing agency that helps appreneurs & enterprises launch and promote their mobile apps worldwide. We specialize in user acquisition and revenue generation for app-based businesses and have worked with over 600 clients on 850+ app projects till date.

Having consistently been recognized as one of the best app marketing agencies in the world, by Clutch.co, BusinessofApps and others, Studio Mosaic has become the preferred partner for mobile app businesses that want to achieve growth through an ethical and data-driven approach.

Some of our clients include - Aditya Birla Capital, Sony, Yatra, 3M, HCL along with many other international apps.

Know more about us at [www.studiomosaicapps.com](http://www.studiomosaicapps.com)

### Key Responsibilities

- Recording of all the entries, book-keeping and accounting
- Preparing and maintaining cash flow statements
- Managing all invoicing and related tasks as per the requirements, including international invoicing and export of services
- Revenue tracking and managing collections on a regular basis and reporting the same within specified timelines.
- Responsible for GST, TDS, Income tax and other statutory and regulatory compliances
- Analyzing and processing vendor and other external payments
- Handling finance related tasks of new employees' joining, reimbursements and exit
- Processing structuring of salaries, payroll, reporting payroll taxes and ensuring compliance thereof
- Maintaining accounting controls by designing and recommending internal controls, policies and procedures
- Securing financial information by completing database backups
- Substantiating financial transactions by auditing documents
- Maintaining financial securities, and abiding by the principles of confidentiality and integrity by following internal controls
- Assisting and working with auditors and other external consultants for closing of related tasks
- Managing admin tasks and petty cash.
- Performing basic office management duties as requested.



### **Required Skills & Competencies**

- Bachelors and/or Master's degree in Accounts & Finance
- 3-6 years' of proven experience as a Finance and Accounts professional
- Proficient with Tally and Microsoft Office Applications
- Excellent financial planning, recording and analytical skills
- Fluency in English and overall good communication skills.

### **Personality skills you should possess**

- Trustworthy, dedicated, fun, cheerful and extroverted personality
- Extremely strong ethics
- Being technologically savvy and an avid user of mobile apps would be great
- High level of ownership and a go-getter attitude
- Ability to manage and prioritize multiple projects is important. The incumbent should be able to multi-task and deliver under pressure
- The incumbent should be detail oriented and organized
- At Studio Mosaic, we encourage you to be an independent thinker and self-starter. We are looking for someone who is intrinsically motivated
- The incumbent will be a part of a team that prides itself on working with each other instead of vs each other. We are looking to hire someone who is a team player and will add to the camaraderie and fun.

### **Why join Studio Mosaic?**

- A fun, intelligent, empowered and trustworthy team to work with
- Opportunity to gain immense learning on how to market and grow mobile app businesses from some of the best in the world
- An accomplished and empathetic founding team to guide you.

Interested candidates can apply directly from the website or send in their resumes at the earliest to [jobs@studiomosaicapps.com](mailto:jobs@studiomosaicapps.com)