

CLOUDPHYSICIAN

Cloudphysician is a healthcare company reimagining the delivery of critical care through patient-centric solutions. We use our advanced technology, designed and developed in-house, to increase access to care, all across the globe.

Our Care Center, based in Bangalore, is staffed 24/7 by a highly qualified and trained critical care team that includes super-specialist doctors, nurses, dieticians, and pharmacologists. The clinical team uses our proprietary platform, RADAR, to connect to hospital ICUs to oversee and manage the care of critically ill patients across multiple regions. RADAR, built by our team of technology experts, incorporates automation, computer vision, real-time video, and data analytics to help expert care providers connect to and provide care to patients.

As of March 2022, we have cared for nearly 40,000 intensive care patients across 16 states in India and saved numerous lives. Learn more at: www.cloudphysician.net.

JOB DESCRIPTION

The Accounts Executive will support the finance, and auditors teams with administrative and bookkeeping functions. You will be providing data analysis and ensuring that our data entry is designed to help inform business decisions. As the organization scales, your function will influence financial planning and budgeting decisions. You will have the opportunity to be a part of a team that is implementing processes to help manage the finance function at scale. This new team member will be a self-starter, nimble in an ever-changing environment and able to learn and to perform at a high level in a general accounting role. You will work closely with the external accounting firm for bookkeeping and payroll, and with our auditors. Your responsibilities will include:

A Accounts, Audit & Documentation related

- Maintain all the transaction records in tally under appropriate Heading.
- Account for all invoices, incl. the Sales invoices & Maintain Journal ledger,
- Reconcile the Accounts Receivable and Accounts Payable
- Reconcile Corporate Amazon Account
- Coordinate with CA, Auditors, Consultants (incl. Labour Law) is Audit & Other requirements
- Make Vendor Registrations and fulfill other related requirements
- Keep the records of payment invoices
- Prepare all expenses sheets
- Handling Petty Cash

B Bank and Payments Related

- Reconcile the Banks Accounts on a weekly basis
- Reconcile the Credit Card statements - Corporate and Employees
- Make payments for utilities on monthly basis within due dates payments - BSNL, Airtel, Electric Bill, Water, etc
- Make payments for utilities on quarterly basis within due dates payments - Airtel, ACT Internet
- Make payments to all the other Creditors

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- Add and update Beneficiary Accounts of Employees, Consultants/Intensivist, interns, and Vendors/creditors

C Statutory Related

- Make the statutory payments on monthly basis - TDS, PT, ESIC, EPF, GST
- Monthly GST Computation and Filing monthly GST Returns
- File Quarterly ETDS returns, Salary, non-salary & Non residents
- File monthly PT returns
- Coordinate with Bank and all other Statutory Authorities and fulfill all requirements incl. documentation.

D Other works

- Maintain the records – Employees Agreements, Consultants Agreements, Hospital’s agreements, Balance Sheet etc
- Arrange for Stamp papers
- Print and update agreements and execute them with seal and signature
- Handle Courier inwards and outwards
- Scan the documents, store them and arrange to send emails to concerned persons
- Coordinate with HR on Employee / consultant contracts

PREFERRED QUALIFICATIONS

- 2-5 years of experience in handling accounts of service oriented private limited companies.
- Commerce graduate + Semi qualified CA / CA dropout / MBA in Finance
- Solid analytical, spreadsheet and problem-solving skills
- Self-motivated to work independently with minimal supervision

How to apply

If you are interested. Please send your resume to careers@cloudphysician.net along with two references