



**OPENING FOR: ACCOUNTS EXECUTIVE**

**LOCATION: GILBERT BUILDING, BABULNATH, MUMBAI**

### **WHAT YOU WILL BE DOING**

- Maintain books of accounts and financial records
- Manage fee collection, tracking, and reporting
- Handle accounts payable/receivable and bank reconciliation
- Process payroll and ensure compliance (TDS, PF, GST, etc.)
- Prepare financial reports and support audits

### **WHAT WE ARE LOOKING FOR**

- Bachelor's degree in Commerce / Accounting / Finance (B.Com preferred)
- Strong knowledge of accounting principles.
- Minimum of 5 years of relevant work experience.
- Proficiency in Tally is essential.
- Familiarity with accounting software (e.g., Tally, TDS, Fixed Assets, systems) and ERP, as we transition towards a comprehensive ERP system

### **WHY JOIN BIS**

- A vibrant, values-driven school community that celebrates diversity and intellectual curiosity
- Opportunities for professional growth and innovation in teaching
- A collaborative culture where educators are empowered to experiment and lead

### **READY TO APPLY**

- Send your resume & a brief cover letter to [mail@bis.edu.in](mailto:mail@bis.edu.in)
- When applying, use the subject line: "For the post of Accounts Executive."

Work  
at  
**BIS**

## THE BIS EXPERIENCE



### ABOUT BIS

The Bombay International School (BIS) is a child-centric institution committed to provide a holistic and inclusive education. Our inquiry-based pedagogy and innovative teaching practices are designed to meet the needs of 21st-century learners.

Recognized among the top 30 schools globally for our IBDP program, BIS goes beyond academics to foster a culture of creativity, collaboration, and adaptability. We value the contributions of passionate professionals, both teaching and non-teaching, who are dedicated to excellence and innovation in education.

At BIS, our educators play a vital role in nurturing thoughtful, compassionate and globally aware learners.

If you are excited to teach and grow in an environment that values innovation and inclusivity, we would love to hear from you.

Join us in shaping the future at a school that empowers learners and educators alike in an ever-evolving world.