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Date: 16 Jan 2026

## NOTICE FOR JOB VACANCY – Multiple Openings

Clarigro (RRB Advisory Services Pvt Ltd) is a growing accounting and finance **outsourcing and advisory company** catering to SMEs and accounting firms in the US, UK and Australia. We specialize in **end-to-end accounting, payroll processing, statutory compliance, and financial reporting**, leveraging leading cloud-based platforms.

We invite applications from eligible candidates for the multiple positions mentioned below:

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### Position Details

- **Role:** Accounts Associate/ Senior Associate/ Manager – Global Accounting
- **Location:** Kolkata
- **Employment Type:** Full-time
- **CTC Range:** open based on current CTC and experience

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### Key Responsibilities

- Maintain bookkeeping and accounting records using cloud-based software (QBO, Xero)
- Prepare financial statements for tax and reporting purposes
- Record month-end and Year-end journals to close books
- Handle payroll setup, processing, and payroll tax payments
- Perform bank reconciliations, data entry, and Excel-based analysis
- Prepare MIS reports, track KPIs, and support budgeting and variance analysis

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### Candidate Profile

- Academic background in **Finance / Accounting. B.Com, M.Com, CA Inter (drop out), CA**
- Experience: **0-5 years**
- Highly Proficient in **MS Excel** and knowledge of accounting software (Tally, Zoho Books, QBO etc.)
- Strong analytical skills, attention to detail, and willingness to learn.
- Independent operator
- Strong English communication

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Interested candidates may send their resume to [hr@clarigro.com](mailto:hr@clarigro.com) or contact Ms.Krishna at 85960 43440