

Financial Accounting Jobs in Gurugram – Coordinator Role at United Airlines (Hybrid)

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Job Summary

Vacancy : 5

Deadline : Jul 30, 2025

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Employment Status : Full Time

Experience : 3 - 5 Years

Salary : 40000 to 80000 Per Month

Gender : Any

Career Level : Mid Level

Qualification : Bachelor's Degree in Finance, Accounting, Commerce, or a related field.

Job Description

Are you searching for **Financial Accounting jobs in Gurugram** with a leading global company? United Airlines Business Services Pvt. Ltd. is hiring a Coordinator – Financial Accounting to join our dynamic finance team. This is a hybrid role based in Gurugram, offering the opportunity to work in an international corporate environment supporting one of the world's largest airlines. If you have strong knowledge of Accounts Payable, GST, Income Tax, and experience using Tally ERP or Oracle, this role could be your ideal next step.

About United Airlines Business Services Pvt. Ltd:

United Airlines Business Services Pvt. Ltd. is the Indian operations hub of United Airlines Inc., a global leader in aviation. Our Gurugram-based team provides world-class support across finance, procurement, HR, and other shared services, contributing to the seamless functioning of United's international operations.

Key Responsibilities:

As a **Financial Accounting Coordinator**, you'll be responsible for end-to-end **Accounts Payable** operations, accurate financial data entry, and ensuring compliance with Indian accounting and taxation standards.

Your core responsibilities include:

- Processing vendor invoices and employee expense claims in line with company policy.
- Maintaining accurate and up-to-date books of accounts for all business locations in India.
- Recording all financial data using **Tally ERP 9** in INR, and maintaining entries in **Oracle ERP**.
- Ensuring **Goods & Services Tax (GST)** and **Income Tax (TDS)** compliance at the invoice level.
- Preparing summary reports for **GST return filing** and **tax deduction reporting**.
- Conducting regular invoice audits to ensure tax credit eligibility and prevent disallowance.
- Assisting in the consolidation of station-level accounts into group-level financial statements.
- Supporting statutory audits and regulatory filings as needed.

Required Qualifications & Skills:

- Bachelor's Degree in Finance, Accounting, Commerce, or a related field.
- 2–4 years of experience in finance or accounting roles.
- Strong working knowledge of **Tally ERP 9** and familiarity with **Oracle Financials**.
- Proficient in **Accounts Payable**, **GST regulations**, and **Income Tax (TDS)** processes.
- Ability to ensure accuracy and compliance in all accounting functions.
- Legally authorized to work in India without company sponsorship.

Required Experience:

- 3+ years of experience in financial accounting or shared services.
- Exposure to aviation, travel, or global business service environments.
- Strong analytical thinking and attention to detail.
- Effective verbal and written communication skills.

What We Offer:

- Opportunity to work for a globally respected aviation brand.
- Hybrid work model for better work-life balance.
- Collaborative, professional, and inclusive work environment.
- Learning and career advancement in global accounting practices.

How to Apply:

To apply for this Financial Accounting job in Gurugram, visit the official careers site:

Financial Accounting jobs in Gurugram with a leading global company - United Airlines Business Services
Financial Accounting jobs in Gurugram with a leading global company - United Airlines Business Services
[United Airlines Careers](#)

Search for Coordinator – Financial Accounting (IND) or similar roles and submit your resume online. Only shortlisted candidates will be contacted.

You can send your updated resume to hr.jobrath@gmail.com

☒ Contact: +91-9999653819.

Education & Experience

Must Have

Educational Requirements

Bachelor’s Degree in Finance, Accounting, Commerce, or a related field.

Compensation & Other Benefits

PF and Medical Coverage, Food. Incentives & performance bonuses