Accounts Assistant

i. Qualification : B.com.

ii. Experience : 2 Years

iii. Age : 25 Years

iv. Duties and Responsibilities:

1) Follow up, Receiving and Accounting of invoices of all training and consultancy services maintain party wise division wise / year wise

2) Bill receivable accounts circulating to the divisions for their follow up. Preparation of MIR and Dues statements in the prescribed formats for circulation and review in Faculty meeting. Physical and financial data is reconciled with division to ensure reliability of data.

3) Pay roll preparation, maintaining office orders relating to pay fixation and other orders relating to staff benefits etc received from Admin

4) All cash receipts and payments and it Accounting Bank Reconciliations of all Bank accounts

5) TDS matters & Returns filing in time, receiving TDS certificates, Follow up, and sending to HQ. Proper accounting of TDS, Reconciliation. Fixed Deposits, BG, OD matters