

Designation-Accountant:

Required experience:

2 to 3 years of relevant experience as Accountant in higher education institution sectors / related industry

Educational qualification:

B.com / M.Com

Job description:

- a) Preparation of payment, receipt and journal vouchers.
- b) Bills checking.
- c) Cheque writing.
- d) Reconciliation of bank accounts and scrutiny of ledger accounts.
- e) Discharge duty of cashier when assigned.
- f) Visit banks for day-to-day transactions.
- g) Preparation of trial balance and support in finalization of accounts
- h) Ensuring all the statutory payments
- i) Any other works as and when allotted.