



C.V. Raman Global University Bhubaneswar - 752 054 (Odisha)

<https://cgu-odisha.ac.in/>

Mail us at: recruitment@cgu-odisha.ac.in; Contact: +91 9040930328

Job Description for Accountant

Who We Are

C.V. Raman Global University (CGU), Odisha started in 1997 as a degree-level engineering college, named as C.V. Raman College of Engineering (CVRCE). With 25 Centres of Excellence set up in collaboration with industry leaders across the board, the university today has over 20 start-ups working under its AIC & TBI incubation centre.

Our Accreditations:

- Within top 100 Engineering Institutions in India by NIRF (National Institute Ranking Framework), MHRD, and Govt. of India during 2016, 2017, 2018, 2019, 2020, 2021, 2022 & 2023.
- Recognized as S.I.R.O (Scientific and Industrial Research Organization) by D.S.I.R., Government of India.
- CGU awarded “Skill Champion” by Govt. of Odisha in 2023
- CGU awarded Higher Education Excellence award by FICCI in 2022
- As per Times Engineering Survey (2022), CGU secured a notable position among the top engineering colleges in the country, ranking 35th among the top privately run engineering institutes nationwide and 4th in the eastern region.
- The University was recognized as a "PERFORMER" in the "University & Deemed to be University (Private/Self-Financed) (Technical)" category in the Atal Ranking of Institutions on Innovation Achievement (ARIIA) 2021, a flagship program of the Ministry of Education, Government of India.

Notable Awards and Honours:

- In the field of research, the University received grants over 5 crores in 2022.
- Ms. Manisha Padhi, alumni of CGU have been appointed as the ADC to The Hon’ble Governor of Mizoram in 2023 and became the first ever female to hold the position.
- Ms. Swagatika Mohanty, Civil Engineering (2013-17), has bagged the 15th rank in Odisha Civil Services Exam in 2023 and is now a functional, respectable, responsible OAS.
- Safia Aktar, Anshu Kumari, and Radhika Rani Panda won the 1st prize at “10-Hour Women Hackathon” organised by Trithon Triplets 2k23.
- Abhishek Kumar, B.Tech (ECE) awarded the Visweswaraya Prativa Puraskar at Odisha Technological Conclave, 2023.
- Mr. Praveen Giri won the Silver Medal in the area of Water Technology at World Skills, Stuttgart, Germany, 2022.
- Mr. Subrat Patel won Medallion of Excellence in the area of Restaurant Services at World Skills, Stuttgart, Germany, 2022.
- 9 students represented India in World skills 2022 in 7 various Skills.
- CGU won Smart India Hackathon (SIH) 2022 in Software Edition.



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What We Offer

- Undergraduate Courses: 28
- Postgraduate Courses: 33
- PhD Programs: 15

Where You Come In

We are seeking a highly motivated and detail-oriented Accountant to join our team. The ideal candidate will have a strong understanding of accounting principles and practices, as well as experience with financial reporting and analysis.

Supervision Details:

Immediate Supervisor: CFO

Indirect Supervisor: President, Vice President, Registrar

Working Relationship: All HoDs & DEAN, PA of President, VC & Registrar

Salary Information: Salary commensurate with qualifications and experience

Job Location: Bhubaneswar CGU Campus

Roles & Responsibilities:

- Ensures timely finalisation of accounts with accuracy and completeness so that it is presentable to the senior management and can be relied upon for future decision making regarding the financial aspects of the organisation.
- Develop organizational strategies for accounting purposes by contributing accounting and financial information, analysis, and recommendations to strategic thinking and direction establishing functional objectives in line with organizational objectives.
- Assist the senior management in preparation of balance-sheet, profit-and-loss account, cash-flow statement, shareholder reports and governmental agency reports for in-time audit completion and finalisation of the same.
- Evaluate and make appropriate improvements to internal accounting processes ensuring that practices are in line with the overall goals of the organization.
- Make sure that the applicable accounting standards given by ICAI are followed while preparing the day-to-day books along with GAAP and other reporting standards as well.
- Keep one-self updated with all the latest additions, exclusions and all related amendments on the same to keep the organisation's books updated with the latest practices.
- Keep a regular check on the financial transactions and records on a daily basis to ensure no risk of material misstatements are present and that the errors don't lead to a snowball



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effect in the accounts at the time of finalisation. Also to ensure that frauds, if any, are timely reported to the audit team and senior management for proper action on the same.

- Help in design and implementation of processes which clearly define the operations of functions related to development and maintenance of university's real-estate assets and ensure proper accounting of the same is done along with a tracker of such expenses made to be maintained for assistance in audits.
- Collect data regarding the utilization of funds from all the departments to which grants/aids/other funds of such nature have been allocated and track the movement of the expenses made in respect of such funds.
- Reviewing daily invoices and bills before accounting for in the books of accounts to ensure proper statutory calculations such as GST, TDS, and TCS etc. as applicable and to verify the arithmetic correctness of the invoices. Managing the financial records so that they are in compliance with the tax and accounting laws applicable to the organisation and keep one-self updated with the latest amendments on such laws.
- Evaluating the existing internal control systems in place and suggesting all the necessary changes to be made in the accounting policies and practices such that they are in line with the organisational long term as well as short term goals.
- Working in close collaborations with the internal as well as external auditors to ensure timely completion of audit and that no contingencies fall on the organisation because of it.
- Keep an eye on the accounts payable and receivable items and help the finance team in collection of accurate and timely data for preparation of analysis reports.
- Enable departmental employees to perform their assigned tasks by overseeing the preparation and implementation of the annual budget for accounting functions.
- Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds, especially catering to the international agencies and bodies, and international students.

Operational Responsibilities:

- Handling payroll operations, receivables and payables management, coordination with independent auditors/internal auditors, and coordinating with the collection of students' and other dues to ensure proper and timely cash-flows.
- Ensuring regular recording of entries for receipts and disbursements made in the accounting software by the end of the day, including but not limited to student receipts, party payments etc.
- Following up regularly with vendors for timely submission of their bills for accounting.
- Preparing and maintaining data related to GST, Income tax (TDS, TCS and others), EPF, ESI or any other statutory compliances.
- In cooperation with Computer Services, maintains and upgrades computer systems which capture information required for internal and external financial reporting.
- Ensures completion of all necessary accounting entries in the books of accounts along with a check on accuracy and fairness of the transactions.



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- Manages regular banking relationships, the check signing authority process, and alerts all individuals and banks of any changes to authority.
- Oversees reconciliation of banking and other necessary reconciliations done on a timely basis to reflect the true balances of funds.
- Prepares and submits all financial statements as required by law and by company policy.
- Reviews Accounts payables and authorize their payments as and where needed.
- Manage all the inflows and outflows related to petty cash balances with the cashier and ensure proper daily reporting on the same.
- In coordination with the Accounts Manager, perform ageing and other accounts payables and receivables.
- In cooperation with the Accounts Manager, conduct complex general ledger and bank account reconciliations.
- Review and post journal entries and month end accruals and prepare quarterly tax filings.
- Assist the Accounts Manager in review of customer contract and work with customer on contract negotiations.
- Ensure the preparation and communication of weekly, monthly, quarterly, half-yearly and assist in the selection process of eligible and deserving staff in the respective department to ensure high standards of operation as and when needed.
- Travel as and when the responsibility demands.
- Ensure that all statutory obligations are met in time as per legal requirements.

Who Are We Looking For

- **B.Com/M.Com** with a first-class career
- **1 - 3 years** of relevant experience in a similar role
- Preference will be given to the candidates those who have qualified **Inter of CA/CMA**

We Expect from You as the Accountant:

We are looking for someone who is proactive, detail-oriented, Problem-Solving & proficient in MS Office Suite.

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Want to be a part of Our Organization?

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