

Accountant

Eligibility:

- B.Com / M.Com
- Minimum 3 years in accounting and finance.

Preferred Skills

- Tally / Miracle / ERP systems
- MS Excel
- Bank reconciliation
- Accounts payable and receivable
- Basic GST and TDS knowledge

Roles & Responsibilities:

To perform day-to-day accounting operations, payment processing, reconciliations, payroll processing support, fee-related accounting, and maintenance of accurate financial records in compliance with university policies and statutory requirements.

Key Responsibilities

- Accounts Payable
 - Verify and book vendor invoices.
 - Process vendor payments through cheque, NEFT, RTGS, and online banking.
 - Maintain vendor ledgers and reconcile balances.
- Accounts Receivable
 - Reconcile student fee collections, scholarships, and refunds.
 - Monitor outstanding student receivables.
 - Process fee refunds and examination-related payments.
 - Generate consultancy and other income invoices.
- Banking & Reconciliation
 - Perform bank reconciliations.
 - Monitor daily bank transactions.
 - Coordinate with banks regarding routine operational matters.
- Payroll & Employee Claims
 - Process monthly salary payments.
 - Process employee reimbursement claims.
 - Maintain payroll-related records.
- Accounting Operations
 - Pass routine accounting entries.
 - Maintain supporting documents and vouchers.
 - Assist in month-end closing activities.
 - Maintain accurate records in ERP/accounting software.



- **Audit & Compliance Support**
 - Provide documents required for audits.
 - Assist in statutory compliance documentation.
 - Support preparation of schedules and reconciliations.

Key Performance Indicators (KPIs)

- Accuracy of accounting entries.
- Timeliness of payment processing.
- Bank reconciliation completion.
- Student fee reconciliation accuracy.
- Turnaround time for reimbursements and refunds.
- Compliance with month-end closing timelines.