

Candidates are invited for the following positions on contract up to 31.10.2021. Contracts can be renewed based on requirements of the institute and performance of the candidates. All selected candidates will be on the payrolls of FIED IIM Kashipur.

To apply, send your CV through an email to fied.ceo@iimkashipur.ac.in with a CC to fied.sweta@iimkashipur.ac.in (Ensure to send the email to all two ids).

Contact number and email must be clearly mentioned on the CV

Subject line MUST clearly mention the position for which you are applying.

Position available

1. **Accountant (1 post)** – Salary up to INR 25,000 – Minimum 2 years work experience.
Last date for applying – 10th October, 2020
Interview Date (Physical or through Google meet/zoom) – on 15th October, 2020.
Further instructions about the interview will be informed to the short-listed candidates.
Please note that all CVs will be screened thoroughly and only those candidates who fulfil the job requirements and have relevant experience will be invited for the interview.

Terms and conditions for all positions are as follows:

1. The position is based out of Kashipur.
2. Work timings are Monday to Saturday 9.30 am to 6 pm.
3. **The contract will be for a period of 1 year from the date of joining. The contract may be extended further subject to satisfactory performance and requirement of the Institute. Performance will be evaluated at the end of contract. This contract is not renewable automatically. The candidate will be given consolidated honorarium only (as agreed mutually) per month during the said contract period. During the period of aforesaid contract period either party can terminate the services by giving one month's notice.**

The details of all positions are given below:

Education Qualification:

Qualification and Experience: B. Com/M. Com or Equivalent Bachelor's/master degree.

Desirable Qualification/skills:

Tally ERP, M S Office, Computer Knowledge

Experience: At least 2 years' experience as an Accountant/Assistant Accountant in any Private/Govt. Sector.

Job Description:

Compliance

Monitors accounting and regulatory requirements for the Government to ensure compliance.

Maintains the Report in PFMS

Maintains Utilization Certificate

Maintains Fixed assets, Store Register on regular Interval.

Reporting

Prepares, reviews, and analyzes financial reports to ensure that the Company financial condition complies with guidelines by management.

Prepares and distributes monthly budget-to-actual reports for all department directors and managers.

Maintenance of Accounting Records

Maintains accounting records for all Government funds to ensure financial information complies with generally accepted accounting principles.

Maintains current and accurate balances of the general ledger; reconciles subsidiary ledgers to the general ledger; analyzes accounts for the nature and accuracy of transactions.

Prepares, posts, and analyzes assigned journal entries to ensure accurate and timely financial reporting.

Reviews all emergency travel advances and reimbursements requests from County employees to ensure accuracy and reconciles related travel advance accounts.

Salary Management.

Assists in the annual audit of travel card expenses for the Government.

Treasury Management

Assists in the maintenance of the company bank accounts through daily monitoring and monthly reconciliations.

Prepares monthly bank reconciliations for the company bank accounts.

Prepares monthly banking reports and prepares related journal entries.

Reviews banking activity; reviews and corrects positive pay exceptions; uploads positive pay files to the bank; and records any necessary transactions.

Monitors checking accounts for stale dated, voided, and returned checks; records journal entries as needed.

Accounts Receivable

Initiates invoicing by verifying the appropriate charges, preparing invoices, and distributing them as prescribed by their individual agreements.

Prepares and processes invoices for assigned accounts receivable for the Government.

Prepares and reviews aging reports for monitoring of delinquent accounts.

Maintains customer information in the financial system database and assists with billing inquiries from customers as needed.

Audit Preparation

Assists with audit preparation to ensure a thorough and cost-effective annual audit.

Assists in the annual audit by preparing system narratives, work papers, schedules, and analyses of account balances for the auditors and Accounting Administrator as needed.

Technical Support

Provides technical assistance to other departments to ensure efficient and effective operations of the Company.

Assists and advises other departments and divisions with posting problems to the financial system, general accounting procedures, and corrects any inaccuracies or inconsistencies in the monthly reports.

Any other works allotted time by time.