

Job Description for Account Officer

- **No of Post:** 1
- **Qualification:** B.Com with CA Inter/MBA Finance/Master's degree in Finance.
- **Experience:** 3 to 5 years of relevant experience from recognized Organizations/PSU/Private Company.
- **Remuneration :** Between Rs. 40,000/- to Rs.60,000/- Per Month
- **Contract Period-** 3 Years.

Principle Responsibilities:

- Finalization of Accounts for quarterly and annual closing.
- Filing of all Tax Returns under Direct & Indirect Taxation.
- Completion of All Audits viz Internal, Statutory, CAG Audit.
- Day to day Accounts Operations, Reconciliations and Bills Payments
- Accounts Payable & Receivables
- Preparation of Budget and MIS
- Good command over MS-Excel & MS-Word
- Good understanding of accounting standards and principles
- Any other responsibility assigned by the management