

Position Overview

The Accounts Officer is responsible for managing day-to-day financial record keeping and reporting and preparation of statutory dues and return of various laws as applicable.

Experience

- Minimum 2-4 years of experience.

Key Responsibility Areas

- Scrutiny of bills/invoices (all local purchases) and events/program reimbursement.
- Preparation of vouchers for above and seek approval from Manager Finance.
- Preparation of cheques and getting signature from authorized signatories.
- To check and verify the salary and honorarium sheet for staff.
- To ensure timely preparation of salary sheets in coordination with HR department.
- To ensure timely TDS and PF deduction and deposit.
- To ensure that bills/vouchers/statements received from staff /vendors are process in time.
- Assist in preparation of balance sheet.
- Control of advance and its timely adjustments/recoveries.
- Perform any other duties/responsibilities assigned by the Supervisor.

Skills and competencies required:

- Planning and Organizing.
- Coordination Skills. Personal effectiveness.
- Liaisoning & Networking.
- Relationship Building
- Ability to do multiple tasking and perform under pressure

Educational Qualifications and Experience requirements:

- To succeed as an Accounting Officer, you should have a degree in Accounting, knowledge of accounting competencies, and administration skills. Ultimately, a high-quality Accounting Officer should be able to successfully contribute to the organisation's financial efficiency, while maintaining records of expenditure and profits accurately
- Preferred M. Com /Post Graduate in Financial Management

Key Performance Indicators

- Above mentioned KRA's include timelines and deliverables to be submitted on a monthly and quarterly basis.
- Adherence to timeline for submission of monthly reports and the quality of work delivered.
- Level of execution – Any variations in the budget (approved or unapproved expenditures) report error rate (measures the quality of the report).
- Quality of work delivered and documentation maintained.
- Timely review, validation, and processing of invoices/bills.

Please share your resume at: contact@pmspl.net.in