



## ADVERTISEMENT

### **Position: Jr./Sr. Associate Accountant**

Thapar University, Patiala

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### **Main Purpose**

The position is responsible to provide support to finance department by effectively managing daily accounting tasks and contribute to the overall efficient operation of the department.

### **Relationships**

- **Reports to: AM Accounts**
- **Direct Reports:** Nil
- **Internal Relationships:** Auditors, inter-departmental colleagues
- **External Relationships:** Vendors

### **Dimensions of the Job**

- Managing daily accounting of the University

### **Specific Accountability & Job Responsibility**

- Assist in the processing of balance sheets, income statements and other financial statements according to legal and institute's accounting and financial guidelines.
- Post and process journal entries to ensure all transactions are recorded.
- Prepare account reconciliations (cash, liabilities, fixed assets, payroll accruals) and supporting sub-ledgers.
- Knowledge of Book keeping in any financial package ( ERP/SAP is preferable)
- Knowledge in preparation of TDS Return in any software is must.
- Bank reconciliation on daily basis.
- Research and resolve all financial discrepancies.
- Ensure timely disbursements against invoices received and other reimbursement deadlines.
- Assist with preparing and filing tax returns.
- Assist with financial and tax audits.
- Assist senior team members in the monthly/yearly closings.
- Update financial data in database to ensure that information is accurate and timely available.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Undertake other miscellaneous job-related duties, from time to time, as assigned.

## **Knowledge, Skills & Experience:**

### **Qualifications**

- B.Com / M.Com

### **Experience**

- Thorough knowledge of accounting procedures and principles
- Experience with preparing financial statements
- Experience with general ledger functions
- Knowledge of MS Office, particularly MS Excel

### **Personal Attributes**

- Aptitude for numbers and quantitative skills
- Accuracy and attention to detail
- Analytical acumen

### **Compensation:**

Compensation will not be a constraining factor and will be the best in the sector.

Interested candidates should submit their detailed curriculum vitae (CV) along with Xerox copy of certificates, experience details/proofs preferably **by email (yogesh.jain@thapar.edu) or through post** positively by 24-10-2016. On the following address:

**Yogesh Jain**

HR

Thapar University

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**Email: yogesh.jain@thapar.edu**