

OFFICE ACCOUNTANT

Job Requirements

- Effective control and internal audit of the accounts of the institutes under the Governing Body.
- Preparing students' bills and collecting all fees and extras.
- Payment of salaries, wages and compliance with regulations.
- Verifying and passing the vouchers or invoices for payments and receipts.
- Ensuring the compliance of regulations of various fees and taxes such as GST, TDS, TCS or Labour cess etc.
- Preparing annual estimates of income and expenditure for departmental budgets in consultation with the head or senior academic staff of the institutes under GB.
- Monitoring income and expenditure in relation to budget and presenting periodical reports to the GB.
- Maintaining cash flow projections for the current and future years.
- Preparing financial appraisals of particular projects.
- Any other orders of the Governing Body in the best interest of the institutions under the Governing Body.

Desirable Skills

- Ability to use computers e.g. MS Office, Internet, and E-mailing etc.
- Proficiency in Punjabi.
- Knowledge of administrative procedures of and organisation.
- Good judgment and decision-making aptitude
- Commitment to deliver the results.
- Conflict resolution skills.
- Ability to prioritise work.