

The LNM Institute of Information Technology, Jaipur

Job Description: Junior Accountant

JOB TITLE	Junior Accountant	DEPARTMENT	Finance
REPORTS TO	Finance Officer	SUBORDINATES	-
LOCATION	Jaipur	DIVISION	Non-Teaching (NT)
EMPLOYMENT TYPE	Regular / Contract	LEVEL	6

RESPONSIBILITIES

Key Activities

1. Knowledge of computer applications viz word processing, spreadsheet, PPT presentation and Tally accounting software
2. Daily bank entries and periodic reconciliation of multiple accounts and online payments.
3. Fee collection through the digital mode of payment and reconciliation
4. Bills/document verification
5. Processing of vendor payments after due verifications and manage all accounting transactions
6. Compute EPF, ESI, TDS, and GST basic knowledge and preparation of monthly reports
7. Preparation of various accounts-related reports
8. Sound knowledge of accounting procedures and norms.
9. Reconcile accounts payable and receivable

EDUCATIONAL QUALIFICATION AND EXPERIENCE

Essential:

Qualifications and experience

First Class Bachelor's Degree in Commerce with Honours in Accountancy / Finance or Equivalent in Grade from a Recognized University or Institute

OR

Master Degree in Commerce / MBA in (Finance) from a recognized University or institute with excellent academic records

2. Knowledge of Computer application viz. word processing, spread sheet and computer based accounting Software

Experience:

2 Years relevant experience of reputed educational institute /industry/company

Age:

Preferably below 30 Years.

