IIITB Invites Applications For The Post Of Assistant Accountant (CDPI Project)

Last date for receipt of applications is January 15, 2024. Details are as follows: -

Designation	Assistant Accountant (CDPI Project)
Job Description	• Handle all accounts related jobs such as accounts payable/receivable, cash receipts, general ledger, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check runs, fixed asset activity, debt activity, process month and end year process etc of the project. • Monitor and analyze accounting data and produce financial reports or statements relating to the project • Assist in Coordination and completion annual audits as required • Establish and maintain physical/system files and records of financial transactions
Qualifications, Experience and Skills needed	• BCom Graduates/MCom Graduates or Equivalent, with Good Academic record • Previous experience in the stated area is highly preferred • Minimum Two years' Experience in MS office applications especially in EXCEL application
Pay and Allowances	As per norms of the institute
Last date for applications	Interested candidates are requested to fill in the form below along with resume latest by January 15, 2024 https://forms.gle/yCpCMCfq5mckX4d99 Kindly contract HR – hr@iiitb.ac.in in case you face an issue in filling the form