

APPOINTMENTS

Walk in Interview/ Online Interview for the position of Accounts Officer/ Senior Manager Accounts/ Accountant/ Account Assistant and Cashier

Graphic Era (Deemed to be University) has featured in the Top 100 Universities of India, in the coveted National Institutional Ranking Framework established by the Government of India, for the past four years consecutively, with the rankings growing each year across varied domains. The University offers a perfect environment for personal and professional growth to its faculty and staff members.

The university is looking for qualified, energetic and experienced candidates for the following positions:

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1.	Accounts Officer/ Senior Manager Accounts
2.	Accountant
3.	Accounts Assistant
4.	Cashier

The Essential/ Desirable Qualifications and Job Responsibilities are mentioned below:

1. ACCOUNTS OFFICER/ SENIOR MANAGER (ACCOUNTS)

Essential Qualifications: Chartered Accountant having two years working experience in Central Deemed / State Universities/ Medical College/ Government Departments and other institutions of repute.

OR

MBA or M. Com Degree from recognized university/ Institute with five years' experience in Central Deemed / State Universities, Government Departments and other institutions of repute.

Desirable Qualifications: Computer Knowledge of MS Office, Tally ERP-9, GST and data base management.

Age: Below 55 years

Job Responsibilities:

- To manage day to day operations of the accounts department.

- To manage accounts payable (bill payments, salaries, petty cash etc.) and receivable through cash /cheque/ voucher in a timely manner.
- To establish and maintain fiscal files and records to document transactions.
- To maintain spread sheets for monitoring and analyzing accounting data and prepare financial reports.
- Coordinate annual audit and any other audit as per requirement.
- Ensure timely filling of all Tax returns and issue of Form 16 & 16A thereof.
- Ensure timely preparation of expenditure reports, utilization certificates, Bank Account Statement etc.
- Timely settlement of bills and receipts.
- Timely finalization of Annual Accounts viz. Balance Sheet, Income and expenditure account, notes on accounts and other schedules forming par of Annual Accounts.
- Timely remittances of TDS (Income Tax), GST-TDS, EPF contributions etc.
- Supervision of the accounts department activities including liaison and visit to banks and other Government Offices as needed.
- Any other task assigned from time to time.

2. ACCOUNTANT

Essential Qualifications: MBA or M. Com Degree from recognized university/ Institute with five years' experience in Central Deemed / State Universities, Government Departments and other institutions of repute.

Desirable Qualifications: Computer Knowledge of MS Office, Tally ERP-9, GST and data base management.

Age: Below 55 years

Job Responsibilities:

- To manage day to day operations of the accounts department.
- To manage accounts payable (bill payments, salaries, pension, petty cash etc.) and receivable through cash /cheque/ voucher in a timely manner.
- To maintain spread sheets for monitoring and analyzing accounting data and prepare financial reports.
- Ensure timely filling of all Tax returns and issue of Form 16 & 16A thereof.
- Ensure timely preparation of expenditure reports, utilization certificates, Bank Account Statement etc.
- Timely settlement of bills and receipts.
- Timely finalization of Annual Accounts viz. Balance Sheet, Income and expenditure account, notes on accounts and other schedules forming par of Annual Accounts.
- Timely remittances of TDS (Income Tax), GST-TDS, EPF contributions etc.
- Any other task assigned from time to time.

3. ACCOUNTS ASSISTANT

Essential Qualifications: M. Com or B. Com Degree from recognized university/ Institute with two years' experience in Central Deemed / State Universities, Government Departments and other institutions of repute.

Desirable Qualifications: Proficiency in the use of variety of computer Office Applications such as MS Word, Excel and accounting software such as Tally, or equivalent.

Age: Below 40 years

Job Responsibilities:

- To manage day to day operations of the accounts department.

- To manage accounts payable (bill payments, salaries, pension, petty cash etc.) and receivable through cash /cheque/ voucher in a timely manner.
- To maintain spread sheets for monitoring and analyzing accounting data and prepare financial reports.
- Ensure timely filling of all Tax returns and issue of Form 16 & 16A thereof.
- Ensure timely preparation of expenditure reports, utilization certificates, Bank Account Statement etc.

4. CASHIER

Essential Qualifications: M. Com or B. Com Degree from recognized university/ Institute with five years' experience in Central Deemed / State Universities, Government Departments and other institutions of repute.

Desirable Qualifications: Proficiency in the use of variety of computer Office Applications such as MS Word, Excel and accounting software such as Tally, or equivalent.

Age: Below 40 years

Job Responsibilities:

- Handling of cash and maintenance of cash book.
- Maintenance of accounting records/ ledgers.
- Processing of claims of vendors/ employees towards settlement.
- Maintenance of bank accounts, preparation of Bank Reconciliation Statement.
- Assist in payment of taxes and duties to statutory authority.
- Any other work that may be assigned by the authority from time to time.

Salary: As per University norms, extremely lucrative salary will be offered to the candidates with proven track record.

Applicants may send their resume in the attached **prescribed format only** and recent passport size photograph. The applications along with all certificates may be sent to, the HR, Graphic Era (Deemed to be University), Bell Road, Clement Town, Dehradun-248002 or email to hrd@geu.ac.in. **The prescribed format may be obtained from the University website where this advertisement has been hosted (www.geu.ac.in).**

The last date for receipt of applications is 05th August 2024.