Position
One Position

Hiring organization
Ajeenkya DY Patil University

Employment Type
Full-time

Job Location
Charoli Bk.via Lohegaon, 412105, Pune, Maharashtra, India

Date posted
January 7, 2022

Finance & Accounts Officer

Essential Job Skills

- Minimum 5-10 years of work experience as finance and accounts officer in a higher education institution/college/industry.
- Must possess a minimum qualification as a Chartered Accountant/Cost Accountant or its equivalence.
- Proficient in accounting software and databases like Tally and Advanced Microsoft Excel.
- Analytical and problem-solving skills.
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations.

Description

- To exercise general supervision over the funds of the university and advise the Vice-Chancellor as regards the finances of the university.
- To analyze, reconciles, balances, and maintains accounting records; develops budgets and special financial reports.
- To prepare and review processes budget, revenue, expense, payroll and related correcting entries.
- Be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis, presenting the annual financial estimates (budget), statement of accounts and audit reports, to the Finance and Accounts Committee.
- Prepare financial reports as required by the various authorities or bodies of the university.
- To keep a watch on the cash flow and bank balances and investments.
- To ensure effective revenue management system and advise the Vice-Chancellor accordingly.
- To get the accounts of the university audited regularly.
- To ensure that the registers of buildings, land, equipment, machinery and other assets are maintained up-to-date and that the physical verification and reconciliation of these assets.

Job Benefits
If you find yourself suitable for the profile and ready to embark on your journey with ADYPU drop a mail at: hr.resume@adypu.edu.in