



Yogoda Satsanga Mahavidyalaya

JAGANNATHPUR, DHURWA, RANCHI-834004

Email address: ysmranchi4@gmail.com

Phone no.:9006010343

(NAAC Accredited, Grade: B++, CGPA:2.89)

Affiliated to Ranchi University & registered under 2 (F) & 12 (B) of UGC Act

APPOINTMENT OF AN ACCOUNTANT

We are pleased to invite application from professional having good experience for the post of Accountant (Contractual) to join our team at Yogoda Satsanga Mahavidyalaya in Ranchi, Jharkhand. The successful candidate will play a pivotal role in efficiently managing various financial tasks, including government employee salaries, pensions, and other financial transactions.

Key Responsibilities:

1. Tally Record Entry: Accurately input financial transactions into the Tally system, ensuring the selection of correct cost centers, and reconcile bank statements (BRS).
2. Arrear Calculation: Compute arrears in accordance with the guidelines established by the 5th, 6th, and 7th Pay Commissions for government employees.
3. Develop and manage annual and multi-year budgets that are adequate for the organization's needs, including the preparation of periodic budget forecasts.
4. Accounts Payables: Ensure prompt payment of bills and accounts payables.
5. PF Register Update: Maintain the PF register with up-to-date and precise information.
6. Pension-related Work: Handle various tasks pertaining to pension calculations, arrear computations following the 5th, 6th, and 7th Pay Commission regulations, and necessary deductions.
7. Tax Calculation: Compute income tax and prepare Form 16 accurately.
8. TDS Filing: File TDS (Tax Deducted at Source) on a quarterly and annual basis.
9. Year-End Audit: Provide assistance during year-end financial audits.
10. FDR Maintenance: Keep records of Fixed Deposit Receipts (FDRs) and relevant documentation up-to-date.
11. EPF and ESIC Maintenance: Maintain records of Employee Provident Fund (EPF) and Employee State Insurance Corporation (ESIC).

Qualifications:

1. B.Com. preferably CA (Inter) or M. Com. preferably CA (Inter)
2. Minimum 3 years of experience.
3. Proficiency in Tally accounting software, including cost centre management.
4. Expertise in Excel Spreadsheets.
5. Strong understanding of tax laws and regulations.
6. Exceptional organizational and multitasking skills.
7. Keen attention to detail and a strong commitment to accuracy.
8. Ability to work effectively both independently and collaboratively within a team.

If you possess the necessary qualifications and experience, and you are prepared to take on this challenging role within a minority college affiliated to RU, we invite you to apply for the position of Accountant. The application may be sent to ysmranchi4@gmail.com. Application is accepted by 10th of February 2024.

S/D

Secretary, G.B.

Shyama
29.01.24