

JOB DESCRIPTION

JOB TITLE: LDC (Accounts)

JOB LOCATION: Mayo College School, AJMER

REPORTS TO: Accountant.

JOB SUMMARY: To execute day to day functioning related to accounting and financial management as assigned by the Accountant of the school.

JOB RESPONSIBILITIES

1. To maintain financial records
2. Maintain & Reconciliation of bank accounts.
3. Preparation and Documentation of Income Tax Assessment.
4. Assisting College Audit work.
5. To prepare and maintain record of FDRs and its reinvestment schedule of College
6. To prepare and maintain record of FDRs and its reinvestment schedule for General Council
7. To handle online payment and foreign remittance transactions.
8. To perform accounting entries: journal, ledger, vouchers etc.
9. To maintain accounting of Endowment Fund.
10. Boys' related expenditure & misc. purchases enter into e-IMS.
11. Any other task as assigned by school authorities.

REQUIREMENT:

Qualifications: Graduate/ Post Graduate with Commerce.

Work Experience: Minimum 3-5 years in accounting, preferably school account handling.

Technical Skill: Excellent practical handling and working experience with spreadsheet, accounting software programme, proficient in MS-office and in-depth understanding of accounting principles.