

# BIRLA INSTITUTE OF MANAGEMENT TECHNOLOGY



## JOB DESCRIPTION OF ACCOUNTS OFFICER

<b>About BIMTECH</b>	Birla Institute of Management Technology (BIMTECH) was set up in 1988 by the Birla Academy of Art and Culture, with support from the Birla Group of companies. It was founded by the late Basant Kumar Birla and Sarala Birla, who were key leaders of the B K Birla Group. Every year, BIMTECH brings together students from almost all parts of India, along with some from other countries. It is a place where students learn about international business too. The mix of cultures, backgrounds, and experiences makes BIMTECH a lively and enriching place to study management.
<b>Industry</b>	Higher Education
<b>Post/ Job Title</b>	<b>Accounts Officer</b>
<b>Job Type</b>	Regular Full Time <b>Job Location: Greater Noida</b>
<b>Reporting to</b>	Head-Finance
<b>No. of Position</b>	1
<b>Role</b>	We are looking for a detail-oriented, organized, and experienced Accountant to join our growing finance team. The Accountant will be responsible for managing financial transactions, preparing financial reports, ensuring compliance with accounting standards, and supporting day-to-day accounting functions. This role will also work closely with other departments to ensure accurate and timely financial records.
<b>The role comes with the following Responsibilities</b>	<p><b>General Accounting</b></p> <ul style="list-style-type: none"> <li>• Maintain and update financial records, including ledgers, journals, and balance sheets.</li> <li>• Prepare and post monthly, quarterly, and year-end journal entries.</li> <li>• Reconcile bank statements and other financial transactions.</li> <li>• Assist in the preparation of financial statements (income statement, balance sheet, cash flow statement).</li> <li>• Assist on monthly payroll and compliance.</li> <li>• Project handling and reporting.</li> </ul> <p><b>Accounts Payable / Receivable</b></p> <ul style="list-style-type: none"> <li>• Oversee AP/AR processes, ensuring timely and accurate invoicing, payments, and collections.</li> <li>• Process vendor invoices and employee expense reimbursements.</li> <li>• Ensure proper documentation and compliance for all financial transactions.</li> </ul> <p><b>Tax &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>• Assist with preparation of GST, TDS, PF &amp; ESI returns and ensure compliance with local tax laws.</li> <li>• Support internal and external audits by providing required financial data and documentation.</li> <li>• Ensure compliance with accounting policies, procedures, and regulations.</li> <li>• Handle work related to government portals: PFMS, GeM, etc.</li> <li>• Knowledge of rules and regulations applicable to a Section 8 company and Trust .</li> <li>• 80G &amp; 12 A Compliance knowledge</li> </ul> <p><b>Financial Reporting</b></p> <ul style="list-style-type: none"> <li>• Prepare regular and ad-hoc financial reports as requested by senior management.</li> <li>• Assist in the preparation of annual &amp; monthly budgets and MIS reports.</li> <li>• Knowledge of management of seed and VC fund.</li> </ul> <p><b>Cash Flow Management</b></p> <ul style="list-style-type: none"> <li>• Monitor and manage cash flow to ensure liquidity for day-to-day operations.</li> <li>• Assist in the preparation of cash flow forecasts and financial projections.</li> <li>• Handle banking and finances of the incubation center.</li> </ul> <p><b>Month-End &amp; Year-End Close</b></p> <ul style="list-style-type: none"> <li>• Assist with month-end and year-end closing processes, ensuring accuracy and timeliness.</li> <li>• Perform reconciliations of general ledger accounts and resolve discrepancies.</li> </ul> <p><b>Incubation Centre Management</b></p>

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	<ul style="list-style-type: none"> <li>Responsible for budgeting, fund planning, and coordinating project implementation at the incubation Centre.</li> <li>Asset management (both soft and hard assets) of the incubation Centre.</li> <li>Facility management: office &amp; co-working spaces.</li> <li>Good understanding of Government Accounting Structure and GFR.</li> </ul>
<p><b>Skill Sets:</b></p>	<p><b>Accounting &amp; Finance</b></p> <ul style="list-style-type: none"> <li>Excellent command over Tally accounting software.</li> <li>Strong bookkeeping skills: daybook, cashbook, vouchers, etc.</li> <li>Knowledge of bank reconciliation and petty cash management.</li> <li>Ability to draft financial statements as per applicable accounting standards.</li> <li>Working knowledge of preparation of data for TDS returns.</li> </ul> <p><b>Regulatory &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>Good knowledge of GST, TDS, PF, ESI, and Income Tax provisions.</li> <li>Familiarity with Companies Act 2013.</li> <li>Knowledge of payroll management and labour compliance.</li> <li>Experience handling government portals: PFMS and GeM.</li> </ul> <p><b>Technology</b></p> <ul style="list-style-type: none"> <li>Proficiency in accounting ERP software.</li> <li>Strong knowledge of Microsoft Excel: formulas, pivot tables, data analysis.</li> <li>Excellent knowledge of MS Office suite.</li> </ul>
<p><b>Essential Eligibility Conditions</b></p>	<p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>Bachelor's degree in Accounting, Finance, or a related field (B.Com / BBA).</li> <li>Minimum 5 years of experience in accounting or finance roles.</li> </ul> <p><b>Preferred Qualifications</b></p> <ul style="list-style-type: none"> <li>CA / ICWA / CS (Inter) qualification.</li> <li>Experience in handling multi-currency transactions or international accounting.</li> <li>Familiarity with ERP systems and advanced financial reporting tools.</li> </ul>
<p><b>✿ What We Offer</b></p>	<p>Salary shall be commensurate with the candidate's current role, experience, and institute norms.</p>
<p><b>How to Apply</b></p>	<p>Please Apply through the Google form Link below Or Share CV to <a href="mailto:recruitments@bimtech.ac.in">recruitments@bimtech.ac.in</a></p> <p><a href="https://forms.gle/crmkAFGN4uLHUZr5">https://forms.gle/crmkAFGN4uLHUZr5</a></p>