

Role Name	Jr. Officer / Officer /Executive Accounts T-16		
Role Description	Accurate & timely bill passing of Inward and Outward Material, Statutory Compliances, and Monthly/ Annual Closing of Accounts, Vendor Reconciliations, stock Reconciliations and monthly accounts closing		
Role purpose	Accurate & timely bill passing of Inward and Outward Material, Statutory Compliances, and Monthly/ Annual Closing of Accounts, Vendor Reconciliations, stock Reconciliations and monthly accounts closing		
Reporting To	Department Head - Accounts T-16		
Document created by	Department Head - Accounts T-16		
Responsibilities Heads	KRA (Key Result Areas)		KPI (Key Performance Indicators)
Payables	Bill passing of all Inward and Outward Material along with transporters and Service Bills		*Timeliness *Accuracy
	Reconciliation of Receiving Inventory Accounts		
	Reconciliation of AP Accrual Accounts		*Timeliness *Accuracy
	Vendor Reconciliations		*Timeliness *Accuracy
Financial Statement	Preparation of Trial Balance for Monthly/ Annual Closing		*Timeliness *Accuracy
	Preparation of Closing stock of Finished Goods and Stores and Spares		*Timeliness *Accuracy
	Preparation of vendor balance report		*Timeliness *Accuracy
	Reconciliation of AP Trial Balance with GL Control Accounts		*Timeliness *Accuracy
	Fixed Assets Management		*Timeliness *Accuracy
	Disbursement and Reconciliation of Cash and entry of cash vouchers in system		*Timeliness *Accuracy
Statutory Compliances	Preparation and filing of monthly/ qtrly return of GST and claim the GST credit on regular basis		*Timeliness *Accuracy
	to complete the compliances of direct taxes like TDS etc.		*Timeliness *Accuracy
Knowledge	Indirect Taxation, TDS, Manufacturing Process and associated activities, ERP & MS office	Experience  (Number of years)	4-7 Years
Skills	Computer Skill, Communication Skills, Able to take initiative, ERP Knowledge	Qualification	Commerce Graduate/post Graduate/ CA Inter
Internal	Customers	Other External parties/ Vendors	
All departments	Employees	Statutory Department and other location of AIS	