

Department	HUMAN RESOURCE MANAGEMENT	Applicability	Recruitment
Document Type	1 PAGE OVERVIEW		
Document Subtype	Accounts cum Admin	Author	Team, HR

Introduction: We are looking for an Accounts Administrator to manage our company's accounts payable and receivable. Accounts Administrator responsibilities include processing payments to external partners and maintaining updated records of invoices and receipts. To be successful in this role, you should have a Finance or Accounting background and be familiar with bookkeeping. Ultimately, you will ensure we process all financial transactions accurately and on time.

Candidate Profile:

1. Nine Hours Shift (Between 8:30a.m. - 7:30p.m.); Mon – Sat (2 Saturdays off), with 1 hour of break.
2. Computer Proficiency: Very Good required for:
 1. MS Office
 2. Internet Browsing
 3. Good with MS Excel (Preferred)
 4. Google Docs & Sheets (Preferred)
3. Qualification:
 1. Minimum Graduate – B.com
 2. Computer & other certifications preferred.
4. Excellent organizational skills.
5. Should possess excellent communication skills.
6. Detail Oriented Person.
7. Salary (In-hand): 8,000-12,000 per month.
8. No. of positions: 1

Task Profile:

1. Prepare and issue invoices.
2. prepare bank deposits and cheques.
3. prepare payroll documents.
4. Forwarding online invoices.
5. Prepare financial reports.
6. Other miscellaneous accounts and admin work.

NOTE: This is a brief & may not be an exhaustive overview of the tasks. This list may be expanded or contracted with due intimation to the incumbent.

I have read & acknowledged the above mentioned Scope of Work – cum – Job Description document.

Name:

Sign:

Date