

Sreenidhi University

Job Description for the role of Accountant

Accountant Position: MALE candidate is preferred for this position.

Location: Sreenidhi University (Ghatkesar)

Roles and Responsibilities:

- Recording the daily financial transactions such as Cash/Bank receipts & payments, invoices, journal vouchers, credit/debit notes.
- Reconciliation of Bank balances with the Bank statements to identify the discrepancies and rectify any errors if noticed.
- Maintain the Student accounts accurately. Doing the reconciliation of the student accounts with the records maintained by the Compilation Department on regular basis.
- Maintain the Supplier ledgers. Doing the reconciliation of the supplier ledgers on regular basis.
- Preparation of the Bank cheques, Neft/Rtgs forms to release the payments to vendors and service providers. Prepare the Bank deposit slips to deposit the cash into Bank Account.
- Assist in the adding / deletion of the new joiners/resigned employees in the EPF/ESIC portal and generate the payment advice on a monthly basis
- Attend to the phone calls, replying to the email communications on behalf of the Organization on a need basis.
- Doing the coordination with all the relevant Departments for getting the necessary documents, information to ensure the accuracy of the financial data being recorded in the books of account.
- Assist in the month end / year end closure activities of the financial transactions for preparation of the financial reports like Receipts & Payment Account, Trail Balance, Income & Expenditure Account & Balance Sheet.
- Attending to any other work, as assigned by the Reporting Manager.

Required Skills, Experience, and Qualifications:

- Bachelor's degree in accounting, finance, or a related field.
- CPA or CMA certification are a plus.
- 2+ years of progressive professional experience in accounting, including leadership or supervisory roles.
- Advanced knowledge of GAAP, tax regulations, and compliance standards.
- Proficiency in accounting software, such as QuickBooks, SAP, or similar platforms, and experience with ERP systems.

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- Exceptional analytical skills with a proven track record of identifying and resolving financial discrepancies.
- Strong interpersonal and communication skills, with the ability to present complex financial data to senior leadership and stakeholders.