



WE ARE HIRING



ACCOUNTS & ADMINISTRATION OFFICER

Essential Skills

- Recording day-to-day financial transactions in Journal
- Maintaining and managing records of financial transactions
- Preparing and maintaining purchase orders, invoices, and payment orders
- Preparing financial statements, reports, utilization certificates
- Coordinating internal and external audits
- Good communication skills and computer proficiency viz. Tally, MS Word, Excel, Accounting software and Power Point etc.

Workplace

KBCNMU Centre for Innovation, Incubation and Linkages, Bambhori, Jalgaon

Remuneration

Upto 20,000/Month*

*Based on skills and qualification

If you are confident that you are the right candidate, please send your resume to kciil@nmu.ac.in

Last date to apply: 23rd December 2021

For more details,
Contact: 8384002154, 9970016211



KBCNMU Centre for Innovation, Incubation and Linkages

An Incubation Centre hosted by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

(Section 8 Company CIN: U85300MH2019NPL330765)

Empowered by Department of Skill Development and Entrepreneurship, Govt. of Maharashtra under Maharashtra State Innovation Society Incubator Scheme

NMU Admin Building, North Maharashtra University, Bambhori Jalgaon MH 425002 IN

Website- <http://kciil-kbcnmu.in/>, Email- kciil@nmu.ac.in Tel.- 02572257448

Vacancy: Accounts & Administration Officer

About KCIIL

KCIIL - KBCNMU Center for Innovation, Incubation and Linkages is an Incubation Centre hosted by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon (A Section 8 Company CIN: U85300MH2019NPL330765), established and supported under Maharashtra State Innovation Society Incubator Scheme by Govt. of Maharashtra. We are one of the incubators established by Govt. of Maharashtra to nurture primarily the North Maharashtra region by catalyzing the growth of an innovation-driven entrepreneurial ecosystem to achieve wholesome and inclusive socio-economic development.

Job Profile:

- Preparation and implementation of quarterly/annual working plans; financial transactions, budgetary workloads and coordinating internal and external audits.
- Preparation of various administrative & financial statements, vouchers, cash transactions, writing receipts and settling the advances.
- Official record maintenance for various projects both on paper and digital; maintain the files of all the personnel, consultants, and stakeholders; manage the staff attendance, time records, salaries, and other welfares etc.

Essential qualifications and experience:

- A graduate or post-graduate in commerce and financial management with minimum 2 years of experience in accounting and administration in industrial office management /financial matters of private or Government sector organization

Essential Skill Set:

- Knowledge of administrative and accounting laws, regulations and procedures timely laid down by the Government.
- Proven track record in accounting, office & project management such as in meeting deadlines, timely submission of acceptable deliverables, knowledge of taxation etc.
- Good communication skills and computer proficiency viz. Tally, MS Word, Excel, Accounting software and Power Point etc.

Duration: The position will have a contract of 6 months to begin with possibility of renewal based on performance.

Last Date to apply: 23rd December 2021

Remuneration: INR upto 20000/Month based on skills and qualification.

Note: KCIIL reserves right to fill up or to modify or alter or cancel the advertisement at any stage.