



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Accounts Officer	DEPARTMENT: Finance
POSITION REPORTS TO: Financial Controller	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Prepares cheques for vendors, new employees, and students' security deposit refund, and prepares fixed assets register.2. Makes posting of paid cheques/vouchers in the Peachtree software for maintenance of the data base.3. Processes and signs the security deposit refund form, final transcript form and letter grade form after verification of the student accounts.4. Calculates the income tax deductions from the staff and visiting faculty salaries and payments to the vendors, prepares the tax challans and the check for payment of taxes.5. Reconciles on daily basis fee collection with MIS and bank statement6. Answers the queries of the students regarding their fee accounts, bank processes, and facilitates the vendors regarding their payments	
<u>PERSON SPECIFICATION</u>	
(1) Academic Qualification Required B.Com	
(2) Specific Job-related Skills Required <ol style="list-style-type: none">1. Interpersonal Skills	
(3) Specific Job-related Traits & Behaviours Required <ol style="list-style-type: none">1. Attendance & Punctuality2. Intelligence and mental alertness3. Policy and procedure compliance4. Work interest, devotion and commitment5. Integrity	
(4) Experience Required At least 2 years experience in the related field.	