

## **Accounts Assistant**

Chennai Mathematical Institute (CMI), a deemed-to-be University, is looking for an Accounts Assistant.

### **Responsibilities**

Responsibilities include, but are not limited to,

1. Post daily entries to ensure that all routine transactions are recorded.
2. Perform bank reconciliations, reconciliation of online payments.
3. Tax compliance: assisting in preparation of tax receipts and documents required for payment of taxes.
4. Other statutory compliances: PF compliance, Professional tax compliance, FCRA etc.
5. Preparation of various registers: Fixed asset register, Fixed deposit registers etc.
6. Assistance in various audit: Interim, Internal, Statutory, CAG, etc.
7. Preparing project utilization certificates for grants.
8. Student-related fee management and refunds.
9. Documentation for processing foreign payments
10. Assisting in the general administration of the office.

### **Educational background and skills.**

1. B.Com. with 5 years of experience.
2. Proficiency in spreadsheet calculations; good keyboard skills.
3. Familiarity with or the ability to learn to use database systems, ERP, Tally Prime and other systems used in a typical university environment.
4. Effective verbal and written communication in English.
5. Effective verbal communication in Tamil.
6. Familiarity with accounting practices at educational institutions or non-profit organizations.
7. Familiarity with Linux and free-and-open-source software.

## Other details

1. This appointment is for a regular position.
2. Salary will be comparable to that of similar positions in similar institutions / non-profit organizations.
3. Applications (Covering letter, CV, scan of degree certificate, scan of experience certificate(s)) should be sent by email to [director@cmi.ac.in](mailto:director@cmi.ac.in) by 1<sup>st</sup> April 2025. *The subject of the email should be 'Application for the post of Accounts Assistant'.*

Please note the following:

- a. Only PDF files are accepted. Please merge all the documents into a **single PDF file**, not more than 5 MB.
  - b. Please mention your current salary and your expectations from CMI in your covering letter.
4. Selection process will involve initial screening based on the application material, an aptitude test, and an interview (for those short-listed from the aptitude test) to be held at CMI. The date of the screening test and interview will be communicated by email.
  5. Important Note: CMI reserves the right to not fill the position in the event of not finding any suitable applicant.