

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. Preparing project utilisation certificates for grants.
5. Assisting in the general administration of the office.
6. Maintain filing systems and records.

Educational background and skills.

1. B.Com. with CA (inter) or M.Com.
2. Proficiency in spreadsheet calculations; good keyboard skills.
3. Familiarity with or the ability to learn to use database systems, ERP 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 position is a one-year contract 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 by 4th February 2023. 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.