



## **Indian Institute of Management Ahmedabad**

### ***Requires***

#### **Executive Accounts**

##### **Job Description:**

- Payment & accounting of vendor invoices keeping TDS & GST compliance in mind
- Creating customer invoices & monitoring incoming payments
- Processing of reimbursements of staff & faculty
- Travel allowance bill processing for faculty /staff
- Advance payment for expenses and timely settlement of the same
- Maintenance of records for deposits received/paid to /from vendor/customer
- MIS as and when required
- Any other job assigned time to time

##### **Qualification, Experience & Skill Requirements:**

- The candidate should be **B. Com.** from any recognized university.
- Knowledge of MS-Office (Excel, Word, Power Point) is essential.
- The candidate should have good communication skills (both written & verbal).
- Minimum 2 years of work experience in Accounts.
- Experience of working in SAP ERP is preferred.
- Working knowledge of GST and TDS is necessary

**Age:** Max. 28 years as on last date of application.

**Last Date to Apply:** March 24, 2022

**Job Location:** Ahmedabad

This position will be on **Third Party Payroll.**

To apply, please send your updated CV to [career@iima.ac.in](mailto:career@iima.ac.in) with the subject line "Application for Executive Accounts" by March 24, 2022.