



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

Job Description – Accountant

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry / Service	Higher Education
Post / Job Title	Accountant
Job Type	Regular, Full time
Reporting to	Head - Accounts and Finance,
Will also work very closely with	Relevant stakeholders both Internal and External
No. of Positions & Job Location	One
Location	BITS Pilani – Hyderabad Campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none"> • Preparation of Bank Reconciliation Statement on daily basis. • Generation of Tax Invoices. • Processing and accounting of bills on daily basis by ensuring Institute Policies and statutory norms are strictly adhered. • Preparing and checking of utilization certificate to be sent to Funding Agencies • Processing of refunds to the funding agency. • Vendor Balance Reconciliation. • Accounting and Reconciliation of Receipts & expenditure of workshop, conferences, etc. • Preparation of Schedules for Internal, Statutory Audits and Quarterly MIS. • Providing accurate data on various expenses, balances and payment status. • Replying to mails / Calls to various queries of Stakeholders.
Other Skill and Ability Requirements	<ul style="list-style-type: none"> • Should be well versed in all aspects of accounts till finalisation • Strong system skills including ERP/Tally or any other bookkeeping software and MS Excel. • Committed to providing accurate and timely information to a high standard • Good communication skills. • Must be a Team Player.
Qualification	<ul style="list-style-type: none"> • CA inter/M.com • Minimum 4-5 year experience in accounting functions in reputed organization
Remuneration	<ul style="list-style-type: none"> • Suitable candidate will be placed in Level 5 with a minimum pay of Rs. 29,900/- per month plus DA and other benefits as per Institute Norms.



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