**JOB CODE: 009 TITLE: Account Assistant LAST DATE: 23/11/2016**

No. of Posts: 1

Gender: Male / Female

Age: below 35 years

Stipend: 15,000 per month (consolidated)

Type: On contract (1 year)

Job Description:

* Enter accounting entries into software with proper narrations
* Verify accounting documents.
* Prepare various accounting statements, ledgers, schedules.
* Manage bills receivables to let them not be outstanding
* Maintain bills receivable outstanding report
* Maintain Billing Register on pending bills
* Process payments to parties/contractors
* Update weekly MIS
* Any other accounting work.
* Tasks subordinated by senior/s, over & above the duties/responsibilities mentioned

Essential Qualification:

* B.Com. degree from a recognized university
* Knowledge of Tally ERP 9

Desirable Qualification:

* Enthusiastic, self –starter, ability to work with deadlines, good organisational skills
* Good speaking and writing skills in English, Hindi and Marathi

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**Intrested candidates may send only CV on or before 23rd November 2016 to The Assistant Director (Admin), on Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, 159-161, M.G. Road, Fort, Mumbai 400023. or mail us on** **recruitmentcsmvs@gmail.com** **Supersubscribe the envelope with the post applied for with the Job code. Log on to our website** [**www.csmvs.in/jobs.html**](http://www.csmvs.in/jobs.html)