

## **JOB DESCRIPTION**

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**ROLE:** Account Assistant

**SALARY AND BENEFITS:** Negotiable

**REPORTS TO:** Manager – MIS & Accounts Payable

**LOCATION:** Vadodara

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### **PRIMARY RESPONSIBILITIES:**

- Need to process invoices of Accounts Payable.
- Need to approve Purchase Order on timely manner as per set protocol.
- Line-up Bank Payments.
- Correspondent with bank by personal visit as and when required.
- Perform outside task assigned by company.

### **SECONDARY RESPONSIBILITIES:**

- Co-ordinate with buying team for processing invoices and payments.
- Co-ordinate with finance team for payments and other MIS requirements.
- Need fulfil the requirement raised by Management for any MIS work.
- Required to approve Purchase Order on timely basis.
- Provide assistance in any Statutory Audit / Internal Audit.
- Co-ordinate with the Company Secretary, Bankers & Other Vendors.

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES:**

- Well-versed with the MS Excel, Tally and other accounting software's.
- Minimum B.com / M.com with 2<sup>nd</sup> Class.
- Having minimum 1 year of experience.
- Techno sound.