

## Job Details

### Job Description

Job Title	Officer On Special Duty (OSD) for Account Section (initially for a period of 12 months)
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### Main Purpose

As a Team Member of Finance & Accounts Department, ensure the effective use of available financial resources and ensuring accounting, legal and statutory compliances as per all applicable laws and regulations.

### Responsibility

- Preparation of Profit & loss & Balance Sheet
- Routine day to day accounting entries i.e. Bank vouchers, Cash vouchers, Journal vouchers, Sales Invoices, Purchase Invoices, Bank reconciliation etc.
- Accounting of grants & submission of fund utilization certificates.
- Statutory compliances – GST Return/TDS Return/Tax Audit/ IT Return/GST Annual Return
- Processing of supplier's bills, verification and preparation of accounting entries.
- Payroll processing & salary calculations for employees, payment of PF/ ESIC/Bonus.
- Reconciliation of Customer / Vendor & Ledgers scrutiny on regular interval • Prepare various MIS reports for Senior Management
- Maintenance of accounting records and documents.
- Any other related activity as and when required in the department.

### Job Specification

Qualification & Experience	B. Com/M. Com. /MBA Finance/M.A. Economics with hands on experience of more than 25 years of working experience in Finance and Accounts in a reputed organization, preferably in Dairy/FMCG/Banking Sector. Retired persons having required skill sets up to the age of 62 years can also apply.
Managerial Skills / Attributes	Good communication and interpersonal skills. Good written & verbal communications. Should be diligent, energetic, and confident team player.

### Compensation: Negotiable

Eligible candidates who are willing to stay in rural areas and interested to undertake milk procurement and extension activities in the districts of Jharkhand may send their resume in the attached format indicating Job Title in subject line of their mail at our email id: [hrd@jmf.coop](mailto:hrd@jmf.coop) or send their resume by post at "The Jharkhand State Cooperative Milk Producers' Federation Ltd, Farmers Training Centre Campus, Sector-2, Dhurwa, Ranchi-834002." latest by latest by 28<sup>th</sup> March 2022 (05:00 P.M.). Date and venue of interview will be communicated to the shortlisted candidates through email.

Posted on: 21-03-2022