



The Institute of Chartered Accountants of India  
Eastern India Regional Council



**WE ARE  
HIRING!**

**ACCOUNTS ASSISTANT /  
ACCOUNTS EXECUTIVE**

ICAI - EIRC invites applications from suitable candidates for the position of  
**ACCOUNTS ASSISTANT / ACCOUNTS EXECUTIVE** at Kolkata.



**KEY RESPONSIBILITIES**

- ▶ Manage seminar & conference receipts, prepare vouchers in Tally ERP 9 & raise invoices
- ▶ Deposit cash/cheques in bank and assist in registration activities
- ▶ Prepare reimbursement statements, invoices and maintain supporting documents
- ▶ Extract data & reconcile for GSTR-1 and support preparation of GSTR-3B
- ▶ Reconcile TDS records and ensure statutory compliance
- ▶ Prepare monthly Bank Reconciliation Statements (BRS)
- ▶ Support half-yearly and annual closing of accounts & maintain records for audit
- ▶ Use Excel for data analysis, reconciliations and management reporting
- ▶ Assist members over the phone and perform other duties as assigned



**SKILLS & COMPETENCIES**

- Proficiency in Tally ERP 9
- Advanced knowledge of Microsoft Excel
- Understanding of GST (GSTR-1 & GSTR-3B)
- Knowledge of TDS reconciliation & compliance
- Familiarity with banking operations & BRS preparation
- Strong analytical, reconciliation and documentation skills
- Good communication and customer service skills
- Ability to work under deadlines during events, audits and statutory filings



**QUALIFICATION & EXPERIENCE**

**Preferred Qualification**

Bachelor's degree in Commerce (B. Com) or equivalent

**Preferred Experience**

Experience in accounting, taxation and financial reporting with knowledge of statutory compliance



For more details

**APPLY NOW!**

Interested candidates are requested to apply by scanning the QR Code or visiting the link below

<https://forms.gle/hF9dxM8YRkyhCSrQ9>



Vacancy Form



Be a part of a dynamic team and contribute to the professional excellence of ICAI-EIRC.

