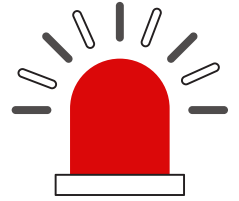


# WE'RE HIRING!!



IIT ROPAR  
TECHNOLOGY BUSINESS  
INCUBATOR FOUNDATION

POSITION   
✓ **ACCOUNTS  
EXECUTIVE**

Last Date To  
Apply



14.09.2025

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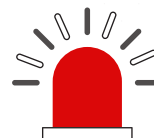


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# Accounts Executive



## (Key Responsibilities)



- Maintain and update financial records, ledgers, and journals.
- Handle accounts payable and receivable processes.
- Prepare invoices, expense reports, and payment vouchers.
- Reconcile bank statements and ensure timely payments and collections.
- Assist in preparation of monthly, quarterly, and annual financial reports.
- Ensure compliance with tax laws, GST, TDS, and other statutory regulations.
- Support in audits and coordinate with internal/external auditors.
- Monitor cash flow, petty cash, and maintain proper documentation.
- Maintain vendor and customer accounts and handle related queries.
- Provide administrative support to the finance department as required.
- Procurement of Goods.
- Knowledge of GEM and PFMS.

## Key Skills and Competencies

- Proficiency in MS Office, Tally/Excel, and English language.
- Knowledge of startup accounting requirements.

## Experience:

2 years preferred