



**NAVRACHANA
UNIVERSITY**

a UGC recognized University

Accounts Assistant

Navrachana University, Vadodara (NUV) invites the application for Accounts Department.

Accounts Assistant

Qualifications: M.Com/CA Inter /CMA Inter

Desired Skills:

- Relevant Experience in Tally ERP 9
- Good command over MS Office
- Good Communication Skill

Job description:

- Day to day accounting functions
- Statutory Compliance GST, TDS, PF, PT
- Bank reconciliation
- Cash handling & accounting
- Students fees Accounting and Reconciliation

Salary: Based on Skills and Experience

Candidate with prior work experience with Higher Education Institute/ University/ Companies are welcomed to apply.

Interested candidates please e-mail your detailed CV with references to hr@nuv.ac.in with same subject line as that of the heading above within 15 days from the date of notification.

Date of notification: 18 May, 2022