



## **Account Assistant** **Job Profile**

### ***Reports to, and receives assistance, from:***

- Accountant main executive

### ***Essential Responsibilities Include:***

#### *Accountant Support:*

- a) Preparation of Vendor Cheque after deducting taxes if applicable.
- b) Entry in Tally Software of Receipts and payments.
- c) Making daily MIS.
- d) Filing and maintaining accounts related documentation.
- e) Handling all Bank Transaction and communications on ground level.
- f) Issuing and updating receipts for school and maintaining database for the same.
- g) Assisting department head to secure signatures on invoices/cheques from Trustee/Directors as and when required.
- h) Tracking of Accounts receipts stock
- i) Visit school's chartered accountant (CA) office if/when requested
- j) Visit other offices if/when requested for official work.
- k) Efficient in Ms- Excel/ Word.