

SR. NO.	DESIGNATION	ROLES AND RESPONSIBILITIES
2	ACCOUNTS OFFICER	<ul style="list-style-type: none"> • Preparation of budget • Preparation of Annual Accounts Reports. • Preparation of Balance sheet. • Preparation of Bank Reconciliation statement. • Preparation of Trial Balance. • Preparation of monthly payment pay rolls, ensure deduction and remittance of Provident Fund contribution to Provident Fund Office within the stipulated time. • Management of financial reporting, cash flow and financial statement. • Audit of accounts of from Internal and Statutory Auditors • Maintenance of cash-book. • Release of all payments (including checking of vouchers & payments). • Pursuance of audit objections. • Payment and recovery of advances paid to out side parties/staff members. • Act as Drawing & Disbursing Officer. • Release of Foreign Exchange. • Inter branch payment adjustment and reconciliation thereof. • Allocation of Budget to EQDC centres. • Preparation of Agenda notes for board meeting relating to Accounts Section and follow up thereon. • Maintenance and monitoring of Project Accounts. • Ensure deduction of tax from the payments made to contractors and remittance of tax to the Income Tax Authority. • Ensure amount/fund received from Government/ other agencies are properly accounted for. • Responsible for maintaining the total accounts of the centre • Maintenance of purchase voucher/ sales register • Maintenance of investment register in accordance with ledger • Preparing documents for audit by CA • Preparing all accounts reports required by Governing council/ Director for different purposes. • Assisting A&AO in preparing various reports. • Assist Director for the judicious maintenance of surplus fund available in bank accounts. • Settling advances given to employees with in given time frame. • Any other role which might arise during course of duties and/ or assigned by Director. • Preparation of monthly progress report/ Quarterly progress report forward it to IMD/FD through industries commissionerate • Reporting to A&AO • Other duties assigned by Director

