

JOB Description – CMA

Eligibility – Only 01st attempt candidates

Key Performance Indicator

1. MIS
2. Receivables Accounting
3. Payable Accounting
4. Inventory verification and reconciliation
5. Providing details for various audits

Tasks & Responsibilities:

1. MIS preparation and analysis of variation from budget and previous months
2. Ledger scrutiny for key GL accounts
3. Reconciliation, balance confirmation from customers, Receipt entries, Monitoring of advances and on account receipts as well as follow up to get invoice wise detailing
4. Ensuring various policies and procedures defined in the SOP manuals , DOA and circulars are followed
5. Vendor Bill booking with proper checks and balances including TDS deduction , Provisions , Vendor Reconciliations , Vendor Payments
6. GRIR clearing , Expenses Bill booking on time and monitoring pending bills
7. Monthly GST ITR Reconciliation & generate mismatch report through GSTR2A/2B
8. Inventory and Fixed Asset Physical verification and monthly reconciliation
9. Providing details required to BM and operations team
10. Track price discount control account & update status in SAP
11. Generate monthly purchase register & validate TDS compliance under section 194Q
12. Validated monthly debit note raised for Cement Vendors

CTC – 8.75 + 1 Lac Retention Bonus.