**Walk-In Interview- Accounts Assistant**

Experienced professionals required for the position of Accounts Assistant at Foundation for Innovation & Technology Transfer, IIT Delhi for managing accounts of IIT Delhi Technopark (I-TEC), Plot 4-B, Rajeev Gandhi Education City, Sonipat, Haryana, 131028. The applicants should have sound knowledge of Tally and should have demonstrated experience of handling all accounting activity of an independent business unit.

Interested candidates should appear for a Walk-in interview at ITEC premises on Feb 21, 2020 at 10:30 am onwards.

* Tenure: Initially 1 year service contract. Extendable on performance/potential
* Posting: Sonipat
* Compensation: Upto Rs 25000 p.m.

**JOB PROFILE**

* Preparation of Invoices of ITEC activities (Bulk as well as individual) in accordance with GST rules and regulations in vogue.
* Following-up of payments received on a monthly basis and preparation of accounts receivable towards tallying of accounts.
* Verification of payment invoices raised vis-a vis internal record and preparation of payment vouchers in tally.

The job description is not exhaustive and the post-holder may be required to undertake other duties.

**QUALIFICATION & EXPERIENCE**

* Graduation in Commerce with working experience of Tally
* Upto 3 years work experience of accounting.