

**Position: Accounts Associate**

**Summary:**

Indian Institute of Management Bangalore is looking for bright, young Commerce Graduates for entry level positions for its Finance & Accounts Department.

**Major Duties and Responsibilities:**

- Processing of all payments relating to vendors.
- Preparation of invoices, monitoring of Accounts receivable and Accounts payable.
- Processing of cheques and preparation of bank reconciliation statement.
- Candidate should be well versed in various statutory compliances relating to - Income Tax, Service Tax, Profession Tax, Royalty, Labour Welfare cess.

**Educational qualification and Experience:**

- The candidate should be a First Class B.Com graduate (full-time three year course of a reputed university),
- Well versed in MS- Excel and MS- Word.
- Candidate with exposure to ERP will be given preference.
- Should be fluent in English, Hindi and Kannada.
- **Experience:** Should have minimum 2-3 years' experience in handling the assignment listed under major duties & responsibilities above.
- **Age Limit** – Candidates should be below 30 years of age.

**Audience/interface:**

- **Internal** – Employees of IIMB, students and other stakeholders of IIMB.
- **External** – Visitors, Enquiries from various sources, etc.

This position is offered on contract and renewable subsequently... Remuneration will be based on Institute norms and the applicant's qualification and experience. Only shortlisted candidates will be intimated.

**APPLICATION PROCEDURE**

Please register online and apply through the below mentioned link.

<http://iimbersrv.iimb.ernet.in/prod/pfonlapp.home>

Closing date for receipt of applications is 17 January 2014.