

<b>Job Title</b>	<b>Executive- Accounts</b>
<b>Faculty/ Dept</b>	Dept of Finance & Accounts
<b>About the role</b>	The Accounts Executive will be responsible for handling fee collection, payments, bank reconciliation, statutory compliance support, and accounting operations related to academic programs, research projects, and university activities. The role requires accuracy, confidentiality, and strong coordination with internal stakeholders.
<b>Role Responsibilities</b>	<p><b>Fee Collection &amp; Student Accounting</b></p> <ul style="list-style-type: none"> <li>• Raise student invoices in ERP upon receipt of promotion lists from respective faculties.</li> <li>• Record and settle student fee collections through online modes in ERP and manual updates for RTGS/DD.</li> <li>• Share receivable statements with concerned faculties on a regular basis.</li> <li>• Update fee collection entries in Tally parallelly.</li> <li>• Prepare and maintain lists of students eligible for refund of caution deposits and refundable fees.</li> </ul> <p><b>Payments Processing</b></p> <ul style="list-style-type: none"> <li>• Pass Journal Vouchers (JV) in ERP against approved indents.</li> <li>• Process payment entries against approved JVs.</li> <li>• Prepare payment listings with complete bank details, including cross-verification of beneficiary bank accounts.</li> <li>• Submit payment lists to the Finance Head for approval.</li> <li>• Upload approved payments in the bank portal and coordinate with higher authorities for final authorization.</li> <li>• Ensure all payment-related entries are updated in Tally parallelly.</li> </ul> <p><b>Filing &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• File vouchers systematically after completion of payment cycles.</li> <li>• Maintain JV files, payment files, and supporting documents for audit and reference purposes.</li> </ul> <p><b>Bank Reconciliation</b></p> <ul style="list-style-type: none"> <li>• Perform regular reconciliation of: <ul style="list-style-type: none"> <li>◦ University fee collection accounts</li> <li>◦ SSS &amp; SOL bank accounts</li> <li>◦ Conference bank accounts</li> <li>◦ Overdraft (OD) accounts (daily updating and reconciliation)</li> </ul> </li> <li>• Reconcile 26AS at the end of the financial year.</li> <li>• Update and reconcile Interest Certificates at year-end.</li> </ul>

**Audit & Compliance Support**

- Reconcile fee collection and receivable statements during finalization of the balance sheet.
- Assist auditors with required data and clarifications.
- Support TDS calculations for employees.
- Update TDS returns in TDS software (26Q & 27Q).
- Provide GST-related data for monthly GST return filing.

**Corporate & Other Invoicing**

- Raise corporate invoices as required.
- Update seminar and conference collection data in Tally.
- Arrange foreign currency as and when higher authority officials travel abroad.

**Research Project Accounts Management**

- Open new bank accounts for approved research grants in coordination with the Research Department.
- Update grant receipts in ERP and Tally.
- Verify fund availability against payment requests from Principal Investigators (PI).
- Process grant-related payments following approval workflows.
- Reconcile multiple grant bank accounts (20+ accounts).
- Prepare Fund Utilization Certificates (FUC) with statements of expenditure and coordinate auditor sign-off.
- Assist in university-level payment processing related to research projects.

**Coordination & Support**

- Assist faculty and staff handling FMC faculty and student accounts.
- Guide in raising FMC student invoices and processing FMC payments.
- Coordinate with internal stakeholders for timely data sharing and reporting.

**Other Responsibilities**

- Perform any other duties as assigned by the Manager - Accounts based on operational requirements.

<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in commerce / accounting / finance (M.Com / MBA - Finance preferred)</li> <li>• 2-5 years of relevant experience in accounts, preferably in educational institutions</li> <li>• Working knowledge of ERP systems, Tally, GST, TDS, and bank portals</li> <li>• Strong attention to detail and ability to handle confidential financial data</li> <li>• Good coordination, documentation, and time-management skills</li> </ul>
<b>Scale of Pay</b>	As per University norms
<b>Email your CV and other relevant documents.</b>	<a href="mailto:hr@msruas.ac.in">hr@msruas.ac.in</a>