

# MAHARSHI KARVE STREE SHIKSHAN SAMSTHA

( An Institution Exclusively for Women's Education)

Estd: 1896 / Founder: Bharatratna Maharshi Dhondo Keshav Karve

Registered under Societies Act, 1860 and Bombay Public Trust Act, 1950



## POST NO .1. – Deputy Accountant

**Educational Qualification : At least CA Inter or CA Final (Preferable)**

**Experience : Minimum 10 years of relevant experience in field out of which 5 years post CA if applicable.**

### Job Description:

- 1) Manage and supervise day to day transactions.
- 2) Prepare and review financial statements ,balance sheets and income statements.
- 3) Supervise and perform accounting tasks such as journal entries, ledger maintenance and account reconciliation.
- 4) Assist in preparing and managing budgets ,forecasts and financial plans.
- 5) Co-ordinate for Internal and Statutory Audit, ensuring compliance with accounting standards and regulations.
- 6) Ensure adherence to accounting policies and procedures and regulatory requirements.
- 7) Ensure compliance with Fee Regulatory Authorities, PF,PT,TDS ,GST .
- 8) Preparation of various types of report as per requirements of Head Office.
- 9) Ensuring compliance with accounting policies and procedure related to Bank reconciliation.
- 10) Facilitating and compliance to audit and audit reports respectively.

## Post No.2-Junior Accountant

**Educational Qualification : Postgraduate in Commerce, Knowledge of Tally ERP Software and accounting**

**Experience : Minimum 3 to 5 years of relevant experience in field.**

### Job Description :

- 1) Good versed with tally software and Microsoft Excel.
- 2) Knowledge of Cash ,Bank payment and receipts.
- 3) Knowledge of AICTE,FRA and accounting related processes.
- 4) Develop and maintain financial data of receipts and payments.
- 5) Co-ordinate for Internal and External audit.
- 6) Able to generate accurate accounting reports.
- 7) Able to collect students fee collection and generate receipts.
- 8) Knowledge of GST working and preparing GST data required for filing return.
- 9) Preparation of various types of report as per requirements of Head Office.
- 10) Updating Management Information System
- 11) Salary calculation
- 12) Income Tax Calculations
- 13) PT, TDS and PF Returns
- 14) GST working

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- 15) Budget preparation under the guidance of Supervisor.
- 16) Prepare FRA Proposal under the guidance of Supervisor.
- 17) Finalization of Accounting
- 18) Internal Audit and Statutory Audit compliance.
- 19) Preparation of reports required by H.O.
- 20) Fees and Bank reconciliation.

## POST NO.3.MATRON (Female Residential)

**शैक्षणिक पात्रता - कोणत्याही शाखेची पदवीधर एम एस डब्ल्यू कोर्स पूर्ण असल्यास प्राधान्य  
अनुभव - या क्षेत्रातील दोन वर्षे असल्यास प्राधान्य**

### कामाचे स्वरूप

- १ वसतिगृहातील निवासी विद्यार्थिनिंचे दैनंदिन हजेरी, नाईट आऊट, लेट इ. बाबत नोंदी ठेवणे
- २ वसतिगृहातील स्वच्छता, पाणी पुरवठा, लाईट, इत्यादी सर्व व्यवस्थांवर देखरेख व नियंत्रण ठेवणे
- ३ वसतिगृहातील निवासी विद्यार्थिनिंना येणं-या सर्व समस्यांचे निराकरण करणे
- ४ वसतिगृहातील मेस, भोजन व्यवस्था इत्यादींवर देखरेख व नियंत्रण ठेवणे.
- ५ निवासी विद्यार्थिनिंच्या पालकांशी सुसंवाद साधणे.
- ६ वरील सर्व बाबत वरिष्ठांना वेळोवेळी रिपोर्ट देणे व त्यांच्या सूचनेनुसार इतर सर्व कामे करणे

## POST NO.4. PEON (Male/Female)

**शैक्षणिक पात्रता - १० वी पास असणे आवश्यक .**

**अनुभव - शिपाई पदावर काम केले असल्यास प्राधान्य.**

शांल पर भूषणम्  
स्थापना-१८९६