

Job Description (Accounts Assistant)

Sl.No	Content	Description
1	About the Organization	<p>Gujarat Co-operative Milk Marketing Federation Ltd (GCMMF Ltd.), popularly known as 'AMUL', is India's largest food product marketing organization with an annual turnover of Rs. 55055 Crore.</p> <p>GCMMF is a unique organization. It's a body created by Farmers, managed by competent professionals, serving a very competitive and challenging consumer market. It is a true testimony of synergistic national development through the practice of modern management methods. To know more about us, please visit: www.amul.com.</p>
2	Profile Details	<p>Accounts Assistant</p> <p>The Candidates Should have working knowledge of Financial accounting, commercial norms & taxation and good knowledge of computers (Knowledge of SAP will be preferred). The responsibilities includes preparation of Accounting documents such as Invoices, billing, Accounts payable, Accounts Receivable, Purchases, Bank reconciliations, verification of payments, MIS, Maintenance of records in SAP FICO and other Commercial (monthly physical verification of stocks, processing of insurance claim) etc.. Candidate should have strong knowledge of GST and should be capable of filing GST returns independently. The person will be responsible for Branch Accounting functions.</p> <p>The other major responsibilities includes:</p> <ol style="list-style-type: none"> 1.Reconciliation of Vendor/Supplier Ledger 2. Reconciliation of Inter Office Balances (branch accounting) 3. Ensuring proper compliance with all statutory formalities like FSSAI, GST filing etc. 4. Coordinating with internal auditors 5. Ensuring proper utilization of budget, etc. 6. Settling misc. Vendor bills like transporter and other service provider 7. Ensure proper transportation of stocks and other commercial activities, etc. 8. Account reconciliation of Modern Format Stores
3	Location	Anywhere in Bihar & Jharkhand
4	Annual CTC	Rupees 5-6 LPA
7	Eligibility criteria For Applicants	<p>The candidate should be first class graduate in commerce (B.Com.) with minimum 2 years of work experience OR M.Com/ MBA Finance with minimum 1 years of work experience. The graduation should be a regular and full time. The age should not be more than 28 years. The candidates with good academic record and job experience will be preferred. The Candidate Should have studied Math and English in 10th and 12th level. Any diploma in computer</p>

		<p>application shall be an added advantage.</p> <p>The candidate should be well verse with MS Office Package specially MS Excel and Word. Candidate having knowledge of SAP-FI and SAP-SD will be preferred.</p>
8	Other pre-requisites	<p>1. Willing to work anywhere in India</p> <p>2. Should have long term career aspiration with GCMMF.</p>
9	Details of the recruitment process	Online Test followed by Panel Interviews
10	Expected Date of Interview	N.A.