

दि पूना डिस्ट्रिक्ट पोलीस को-ऑप. क्रेडिट सोसायटी लिमिटेड पुणे

द्वारा : पोलीस आयुक्त कार्यालय, पुणे-४११००१.

दुरध्वनी : ०२०-२६२०८३३०

Email: punepolicesociety01@gmail.com

जा.क्र

दिनांक / /

Accounts, Finance, Tax, Company Secretary, Audit

Candidate should be CA or Inter CA with 1 year hands on experience of all accounting works.

१)	पदाचे नाव		लेखापाल
२)	शैक्षणिक पात्रता	:-	एम.कॉम.जी.डी.सी.अॅन्ड.ए.का INTER आवश्यक (सनदी लेखापाल (CA)यांना प्राधान्य)
३)	अनुभव	:-	सहकारी बँक/ पतसंस्था/ सहकार श्रेत्रातील/को.ऑप. बँकामधील सर्व अकौंटिंग कामाचा ५ वर्षांचा अनुभव आवश्यक
४)	कामाचे स्वरूप		अकौंटिंग, ऑडिटींग, टॅक्स, बँकिंग
५)	कामाचे स्वरूप		1)Maintain a documented system of accounting policies and procedures 2)Day today accounting of all types of transaction and correct postings in accounting software 3)Daily & monthly reconciliation 4)Preparation of Bank Reconciliation Statement, Monthly debtor and Creditors statements. 5)Attend banking related work and regulatory audit compliance with Government & Internal auditors. 6)Finalization of trial balances, preparation of P&L, Balance Sheet, preparation of financial statement as per internal & statutory audits. 7)To produce timely and reliable management information reports on a daily / weekly /monthly basis. 8)All kind of return filing Preparation of Yearly /quarterly/Monthly financial statement as per requirement 9)Dealing with Bank for day to day Operations 10)Internal Audit 11) Income Tax 12) TDS 13) Other Accounting work 14)Should be able to Manage, Guide, Inspire and Educate the Team 15)Must have good communication skills in Marathi and English both written and oral 16)Basic knowledge in Legal.