

EMPLOYMENT NOTIFICATION No. 07 /2018

Andhra Pradesh Capital Region Development Authority:Vijayawada

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Rc. No. CRDA-HR/1696/2018, Dt.13.06.2018

Notification is hereby issued for the following positions in APCRDA, Vijayawada on contract basis.

Applications are invited from the eligible candidates for the following posts to work on contract basis for a period of One year.

S No	Post Name	No. of posts	Education Qualification	Relevant Exp.in years
1	Senior Executive	1	Graduation in Commerce and Masters in commerce	5 years in handling accounts , tally ERP, correspondence related to budget and finance
2	Executive	1	Graduation in Commerce and Masters in commerce	2 years in handling accounts , tally ERP, correspondence related to budget and finance

Online application is available in the website www.crda.ap.gov.in in careers tab. Only online applications are accepted. Online applications can be submitted from 14.06.2018 to 27.06.2018. For further details and competencies required please visit the web site www.crda.ap.gov.in

Sd/- Commissioner
APCRDA, Vijayawada.

Date: 13 .06.2018
Place: Vijayawada.

**JOB DESCRIPTION FOR THE POSTS OF SENIOR EXECUTIVE AND EXECUTIVE IN
ACCOUNTS DIVISION**

Name of the Post	No of Posts	Educational Qualification	Relevant experience in years
Senior Executive	1	Graduation in Commerce and Masters in commerce	5
Executive	1	Graduation in Commerce and Masters in commerce	2

SUMMARY:

Andhra Pradesh Capital Region Development Authority is established for the purpose of Planning, Co-ordination, Execution, Supervision, Financing, Funding and for Promoting and securing the Planned Development of the Capital Region and Capital City Area for the State of Andhra Pradesh.

Accounts Division manages the pay rolls, bills and accounts of APCRDA besides ensuring legal compliances,

Senior Executive and Executive will be responsible for preparation of accounts, managing pay rolls, project wise accounts statements and correspondence work related being undertaken by APCRDA.

TASKS:

Responsibilities:

- Timely and accurate accounting of all the transactions.
- Responsible for preparation of Salary bills, pension bills, IT Returns, periodical returns such as IT, VAT and Service Tax, clearing of payments and ensuring no missing credits.
- Preparation, consolidation and Uploading of TDS Returns.
- Preparation, verification and submission of contingent bills.
- Preparation of number statements, budget estimates and revised budget estimates under the guidance of senior officials.
- Monthly bank reconciliation. Handling day to day accounts in Tally, ERP 9.0
- General Account related work such as preparation of vouchers, record keeping and accounting transactions, making entries of cashbook.
- Preparation and finalization of balance sheet, profit-loss, cash flow, information as required in accordance with Accounting standards.
- Coordination with AG Audit, Internal Audit, Statutory Audit teams.
- Preparation of project wise data regarding receipts, expenditure, bank balances regarding various projects undertaken.
- To assist in correspondence work with the lending agencies

KNOWLEDGE:

- **CRITICAL** -- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Computers and Electronics** — Knowledge of computers, printers, desk tops and lap tops and other electronic equipment, and computer hardware and software, including applications.

- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources.

SKILLS:

- Good spoken Reading Comprehension and written communication skills.
- Active Listening, Speaking and critical thinking, Coordination, Time management and social perceptiveness.

ABILITIES:

- Written Comprehension, near vision, oral comprehension, oral expression, speech recognition, written expression, speech clarity

TOOLS & TECHNOLOGY:

TOOLS USED:

- **Notebook computers** — Laptop computers
- **Photocopiers** — Photocopying equipment
- **Scanners** — Document scanners

TECHNOLOGY USED:

- **Accounting software**- Tally ERP 9
- **Electronic mail software** — Email software; IBM Lotus Notes; Microsoft Outlook
- **Information retrieval or search software**
- **Spreadsheet software** — Microsoft Excel
- MS Office

WORK EXPERIENCE:

- 5 years / 2 years and above work experience in handling accounts, finance, payroll, correspondence related work basis is required.

EDUCATION:

- Graduation in Commerce and Masters in commerce

DATE AND LOCATION OF JOINING:

- Immediate joining, Vijayawada