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**Accounts Assistant****Education and Qualifications:**

A degree in accounting, finance, business, or a related field may be required.

M. Com / MBA Finance / Equivalent from any HEC recognized university with minimum 1-2 years 'relevant experience.

B. Com / Equivalent with minimum 3-4 years 'relevant experience.

Prior experience in a similar role, usually in an accounting or finance department.

**Required Skills**

Understanding of fundamental accounting principles, such as debits and credits, financial statements, and accounting systems.

Ability to handle financial transactions, including cash payment & receipts, accounts payable/receivable and general ledger functions.

Proficiency in spreadsheet software like Excel for data entry and financial analysis.

Understanding of relevant laws, regulations, and compliance (e.g., tax codes, financial reporting standards).

Strong attention to detail to ensure accuracy in financial records and Cash activity.

Ability to collaborate within a team and support other departments or team members.

<b>Required Qualification</b>	M. Com / MBA Finance / B.Com
<b>Posted On</b>	17-Nov-2023
<b>Last Date</b>	01-Dec-2023
<b>Required Experience</b>	1-4 Years
<b>Required Skills</b>	cash payment & receipts, accounts payable/receivable and general ledger functions, debits and credits, financial statements, and accounting systems.

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