

Job Description - Accounts Officer

Position	Accounts Officer												
No. of Post	2 (Two)												
Category wise vacancy details	UR	UR (W)	EWS	EWS (W)	EBC	EBC (W)	BC	BC (W)	SC	SC (W)	ST	ST (W)	WBC
	1	-	-	-	1	-	-	-	-	-	-	-	-
Location	Office of State Health Agency, AB-PMJAY, Bihar, Patna												
Eligibility Criteria													
Age: Maximum in years as on 1st August, 2019 (UR/EWS (Open): 35, UR/EWS (W): 38, BC/EBC (Open/W):38, SC/ST(Open/W):40 and 10 years relaxation in upper age limit in respective category for Divine Body Applicants)													
Qualification: Essential: <ol style="list-style-type: none"> 1. MBA in Finance or Two-Year Post-Graduation Diploma in Finance or Post Graduate in Commerce with PGDCA from a recognized University/Institution 2. Certification in Tally 													
Experience: Essential <ul style="list-style-type: none"> • Minimum 5 years of experience in accounting and finance in a reputed firm/ Government project at central/state level Desirable <ul style="list-style-type: none"> • 2 years of experience in the insurance industry with a finance/accounts role 													
Summary of Roles and Responsibilities: <ul style="list-style-type: none"> • The Accounts Officer shall assist the Finance Manager in conducting internal audit, fund management and cash flow management of the SHA. • Monitor accounts receivable and payables to ensure acceptable turnaround time • Coordinate and provide inputs in preparation of budget. • Conduct variance analysis to determine difference between projected & actual spend and formulate/implement corrective actions. • Manage corpus and funding of the trust • Manage accounts and bills, including disbursement of payments to providers, scrutiny of invoices, purchase orders, receipts, rate verifications etc. • Play instrumental role in development and management of monthly monitoring and control framework • Coordinate with districts/ hospitals to obtain relevant data and certificates on time • Managing the timely preparation and audit of statutory books of accounts, financial statements and annual reports, ensuring conformance to regulatory accounting standards • Conduct trend analysis of claim payments on a Year on Year basis and highlight any anomalies • Overall monitor and manage finance & admin processes • Participate in the meetings convened with senior officers • Ensuring timely filing of any applicable tax returns & interfacing with Auditors and 													

[Handwritten Signature]
26/08/19

regulatory authorities for assessments and remittances

- Undertake any additional responsibilities given by the CEO, BSSS.

Desirable Skills:

- Flexible, creative, responsive, able to take initiative, reliable, able to follow through on tasks, able to work within systems and procedures, open to learning, able to work effectively in a small team environment involving the sharing of information and at times sharing workloads
- High level attention to detail and accuracy;
- Liaison with external stakeholders
- Able to analyze and integrate potentially conflicting numerical, verbal and other data from a number of sources;
- Willing to demonstrate, apply and share expert technical knowledge across the organization;
- Able to work independently and multi-task and meet deadlines.