


Job Description - Accounts Officer (State)

Position	Accounts Officer (State)
No. of Post	2 (Two) (UR 01, EBC 01)
Location	Bihar Swasthya Suraksha Samiti, AB-PMJAY, Bihar, Patna
Eligibility Criteria	
Age as on 01.03.2020 Age: Minimum Age: 21 years Maximum Age: UR/EWS (Open): 37, UR/EWS (W): 40, BC/EBC (Open/W)=42, SC/ST(Open/W):42, 10 years relaxation in upper age limit in respective category for Divine Body Applicants.	
Essential Qualification and Experience: <ul style="list-style-type: none">• Post-Graduation in Commerce from recognized Institution/University• Working knowledge of Tally Software.• At least 5 Years of experience in a reputed firm/Government	
Summary of Roles and Responsibilities: <ul style="list-style-type: none">• The Accounts Officer shall help 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• Coordinates and provides inputs in preparation of budget.• 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 regulatory authorities for assessments and remittances• Undertake any additional responsibilities given by the State Health Agency.	
Salary (Cost to the Organization): INR 50,000 Per Month	


6/3/2020