

To  
The Secretary  
SIRC of ICAI, Chennai – 600 034

Date: 22<sup>nd</sup> November 2024

Dear Sir,

Kindly display this vacancy letter on the SIRC notice board.

VACANCY FOR ACCOUNTANT

**Job Description:**

Looking for a talented accountant who can handle the following:

- Various types of Billing to members & non-members of the association
- Collection of receivables
- Processing Creditors invoices and payments on a regular basis
- GST invoices, reporting & compliance, following up ITC claims related matters & GST reconciliation
- Bank Reconciliation and Month end & Year End processing
- TDS payments, reconciliation, and reporting on a periodical basis

**Qualification:**

Bachelor's degree in accounting / CA (Inter) / CMA (Inter) or other similar degree

**Other Key Requirements:**

- Accounting Software: Must be familiar with Tally, ADDA (not mandatory but preferable)
- Must be familiar with MS Word, MS Excel, and MS Power Point
- Ability to work in a fast-paced environment
- Clear communication skills as it will involve interaction with members who visit the administrative office

**Experience:**

Minimum 3-5 years

**Salary:**

Will reflect market rates

Interested candidates can mail their resume to [treasurer@themetrozone.in](mailto:treasurer@themetrozone.in)

For & on behalf of  
The Metrozone Apartment Owners Association

  
RANGARAJAN KRISHNAKISHORE, FCA  
Treasurer (honorary position)

