

Associate - Accounts

MyGov is the citizen engagement platform of the Government of India. It is an Independent Business Division under Digital India Corporation, a Section 8 company under the Ministry of Electronics & Information Technology. Details about MyGov can be seen at <https://MyGov.in>.

MyGov is looking for an Associate – Accounts who have a skilled knowledge of GST, TDS, Income Tax. Hands on Experience in maintaining party's account, filing GST returns, etc.

An ideal candidate should have work experience in accounting all transactions on a daily basis.

You will be under probation for the first 3 months from the date of joining. It is not mandatory for MyGov to absorb you or offer you a regular contract after the completion of the probation period. The period of probation can be reduced or increased by MyGov and shall be solely based upon your performance.

After successful completion of the initial contract period, a regular contract will be given.

Please review the positions listed below and apply in the form given in this notification. MyGov is hiring experienced professionals for a Associate - Accounts.

Interested candidates may apply in this form.

Position: Associate - Accounts

No. of Position(s): 1

Qualification: Bachelor's Degree in Commerce/Accounts or B.Com /B.Com (Hons.) or equivalent degree.

Experience: 1-3 years

Roles & Responsibilities:

- Maintaining party's accounts and keep them updated on daily basis.
- Accounting of all the transactions on daily basis.
- Perform several day-end tasks like inventory/Bank reconciliation, etc.
- Preparing and filing GST Returns for the company on regular basis.
- Interface with IT/GST consultants and resolve their queries.
- TDS Deduct and collect taxes as required by law.
- Adherence of strict timelines for statutory payments.
- Accounting and payments reconciliations.
- Periodic audit of sales vouchers imported via automation.

Requirements:

- Expert in Tally and Excel with working knowledge of VLookUp, Pivot tables etc.
- Accounting Experience of E-commerce is added advantage.
- Must have strong accounting concepts.
- Familiarity with GST, TDS, Income Tax etc.
- Experience of work in Government Organization/PSU/Autonomous Society more preferable.