

Job Description for two Management Trainee for Revenue & Receipts Management (Finance and Accounts Domain).

Qualification	Specialization/ Stream (More than 1 specialization can also be mentioned)	Job Responsibilities	Desired Candidate Profile
<p>Minimum Qualification:</p> <p>CMA</p>	<p>NA</p>	<p><u>Following activities to be performed in SAP environment (FICO, FI, MM, SD and ISU modules):</u></p> <ol style="list-style-type: none"> 1. Billing: Industrial, Commercial, Domestic and CNG Gas station. 2. Account Receivable: Payment updation, Bank reconciliation, Debtors reconciliation. 3. Indirect Taxes: GST, Excise & VAT – Handling Statutory compliances, Annual Audit, Assessment and liaisoning with Govt. Department 4. Accounts Payable: Processing of vendor bills. 5. Stock Reconciliation: To check, Confirm and reconcile the physical inventory with system to ensure accuracy. 6. Coordination with internal, statutory, CAG and Cost auditors. 7. MIS to management. 8. Coordination with internal, statutory, CAG and Cost auditors. 	<p>Desired Skills:</p> <ol style="list-style-type: none"> 1. Innovation: Coming up with new & innovative ideas. 2. Problem-Solving: Finding creative solutions to challenging problems. 3. Analytical thinking: Analysing problem from different angles. 4. Computer Literacy: Proficiency in MS Excel, Word and Power Point. 5. Energetic, self-starter and self-motivated. 6. Strong communication skills in English & Hindi and knowledge of Marathi, Kannada & Telugu will be considered as added advantage.