



आंध्रप्रदेश केंद्रीय विश्वविद्यालय ఆంధ్రప్రదేశ్ కేంద్రీయ విశ్వవిద్యాలయం  
**CENTRAL UNIVERSITY OF ANDHRA PRADESH**  
(Established by an act of Parliament in 2019)

### JOB OPPORTUNITY

Applications are invited for the engagement of **Accountant (1 – On outsourced basis)**. Interested eligible candidates may apply and send their Curriculum Vitae to the email: [arcuap@gmail.com](mailto:arcuap@gmail.com) on or before 15<sup>th</sup> October, 2023 failing which applications shall not be accepted.

#### Job Description:

Candidates should have good knowledge of tally accounting software, Proficiency in preparing financial statements, Data Management, Mathematical skills, maintain Balance Sheets, Trail Balance, Reconcile/maintain bank statements, Manage invoices, Communication Skills, MS Words, MS Excel, PPT, Business Analytics, English Typing 30-35 wpm, Noting & Drafting, Filing GST and IT/TDS.

Experience – 2- 3 years

Qualification – B. Com & M. Com

Salary: 15,000 – 20,000/- pm

