



Group	Animal and Fisheries Resource Department- Government of Bihar
Position Name	Accountant
Age Qualification (In Years)	45
Salary Per Month (Consolidated)	30000/-
Required Qualification & Experience	<ol style="list-style-type: none">1. Commerce Graduate2. Should have minimum 3 years of post qualification experience in accounting.3. Should be proficient in computer.4. Should have completed certificate course in tally and possess working knowledge of tally5. Good knowledge of English language.
Job Description	<ol style="list-style-type: none">1. Request for funding in prescribed format for the State/districts & blocks2. Establish a robust project accounting system, including reporting and filing systems, in accordance with the project document and the procedures.3. Maintain petty cash transactions, including writing receipts, preparing payment request forms.4. Manage banking transactions related to the project, including preparing bank transfer requests, submitting them to the bank, monitoring transfers and preparing monthly bank reconciliation statements and reporting.5. Ensure documentation related to payments is duly approved by the JS/DS, AFRD.6. Report any actual or potential financial issues to the Manager (Finance & Accounts) and the State Project coordinator as appropriate.7. Any other work assigned by Manager (Finance/Accounts)/State Project Coordinator.

End of the document