

**Job Title:** Accountant

**Location:** Head Office – Panchkula, Haryana

**Department:** Finance & Accounts

**Job Type:** Full-time

**Experience Required:** 3–6 years (preferably in accounting roles within government contracting or infrastructure companies)

**Industry:** Infrastructure / Government Contracting / EPC Projects

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### **Job Summary:**

We are looking for a detail-oriented and experienced **Accountant** to manage day-to-day accounting and financial activities at our Head Office in Panchkula. The ideal candidate will have a background in accounting practices aligned with **government EPC projects**, familiarity with statutory compliance, and the ability to work closely with internal teams and external consultants to ensure smooth financial operations.

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### **Key Responsibilities:**

- **Accounting & Bookkeeping**
  - Maintain day-to-day books of accounts in Tally ERP or other accounting software.
  - Handle ledger scrutiny, voucher entry, bank reconciliation, and cash book maintenance.
  - Prepare and verify Journal Entries, Payment Vouchers, and Debit/Credit Notes.
- **Government Contract Accounting**
  - Track and account for project-wise expenses.
  - Support work-in-progress (WIP) accounting for EPC projects.
  - Maintain RA Bills, Work Orders, Measurement Books (MBs) accounting.
  - Process and record advance recoveries, mobilization advances, and retention money.
- **Taxation & Statutory Compliance**
  - File and manage records for GST, TDS, PF, ESI, and other statutory compliances.
  - Prepare and reconcile GST input/output and support filing of GSTR-1, GSTR-3B, GSTR-9.
  - Ensure timely payment and return filing of TDS and other liabilities.
  - Liaise with auditors, consultants, and statutory authorities for assessments and audits.

- **MIS & Reporting**

- Prepare monthly financial statements, cash flow reports, and bank reconciliations.
- Assist in the preparation of budgets, cost analysis, and variance reports.
- Compile project-wise MIS for senior management.

- **Coordination & Documentation**

- Coordinate with site offices for invoices, petty cash reconciliations, and compliance submissions.
- Maintain updated records for vendor payments, purchase orders, and subcontractor bills.
- Track client payments and support follow-ups on pending dues.

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### **Required Skills & Qualifications:**

- B.Com/M.Com (MBA Finance or semi-qualified CA is an advantage)
- 3+ years of experience in accounts, preferably in infrastructure/government contracting sector
- Proficiency in Tally ERP, MS Excel, and accounting software
- Sound understanding of GST, TDS, and other statutory regulations
- Familiarity with project-based accounting, especially for government contracts
- Strong analytical and communication skills
- Ability to work independently and manage deadlines

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### **Preferred Skills:**

- Experience with e-tendering platforms, GEM portal tracking, and government billing systems
- Exposure to audit preparation, especially government or CAG audits

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### **Remuneration**

As per industry standards, commensurate with experience and skillset. Accommodation may be provided near the site if required.

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You can also share your resume (with a covering letter) to [careers@uniproinfra.com](mailto:careers@uniproinfra.com)