



ଓଡ଼ିଶା କୃଷି ଶିଳ୍ପ ନିଗମ

## The Odisha Agro Industries Corporation Ltd.

(A Govt. of Odisha Undertaking)

Regd. H.O. : 95, Satyanagar, Bhubaneswar-751007

Tel.: (0674)2570687, EPBX: 2570654, Fax: 2570313, Email : oaicho@orissaagro.com

### **Detail Job description of Chartered Accountants to be deployed through Chartered Accountant Firms**

1. Should be conversant to work in computerized environment.
2. Ensure maintenance of accounting records of OAIC Ltd. (Field & Head Office level) as per the Accounting standards issued by the Institute of Chartered Accountants of India (ICAI) and as per Section-128 of the Companies Act, 2013.
3. Preparation of Monthly & Quarterly Trial Balance, Annual Accounts, Profit & Loss Accounts and Balance Sheet.
4. Preparation and verification of Cash book, ledger and Subsidiary ledgers viz. Sundry creditors and Sundry debtors and Advances etc.
5. Compliances against the Statutory Audit reports and A.G. Audit Reports and attend the meetings relating to such matters.
6. Verification of Bank reconciliation statement (BRS) and Balance Confirmation Certificates.
7. Verification of all accounts Registers on fixed Assets, Purchase, Sales, Stock and ensure maintenance of all Books of Accounts.
8. Ensure payment of all statutory payments / deposits i.e. E.P.F., E.S.I., Sales Tax, Income Tax, Service Tax, Professional tax, TDS etc. and filing of respective returns within the stipulated time.
9. Attend to as well as co-ordinate with Statutory Auditors, VAT Auditors, Tax Auditors and A.G. Auditors.
10. Deal with appropriate authorities in the matter of Sales Tax and Income Tax.
11. Review and checking of bills, issue of 'C' Form, Way bills, DTS Certificates, Purchase orders, Work orders, Contracts and Agreements etc.
12. Advice appropriately on the matter of Tax Planning.
13. Advise on optimum utilization of funds of the Corporation.
14. Ensure implementation of SAP / tally soft ware in all Units and Head Office of OAIC Ltd.



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## ADVERTISEMENT

Applications are invited from **Chartered Accountant Firms** for deployment of two qualified and experienced Chartered Accountants to ensure verification & maintenance of records, payment of statutory dues and implementation of S.A.P. / Accounting packages in the Corporation. The interested Firms may submit their offer alongwith the Bio-data of the persons to the undersigned indicating their terms & conditions and expected fees inclusive of all taxes towards deployment of Chartered Accountants within 10 days of publication of the advertisement. The detail job description of the personnel can be available in the Website : [www.orissaagro.com](http://www.orissaagro.com).

Managing Director  
Odisha Agro Industries Corporation Ltd.  
95, Satyanagar, Bhubaneswar-7  
Fax: (0674)2570313