

NFD requires - ACCOUNTANT

NFD, a Public Charitable Trust, runs a number of educational institutions including CEE, VIKSAT, VASCSC, CHETNA. For more information, visit www.nfdindia.org

Qualifications & Experience: Inter CA+ 3 years' OR M.Com (Minimum II class) + 3 years' experience.

Primary responsibility: Computerized Payroll Administration. Should be thorough with relevant statutory deductions, remittance with deadlines, liaison with internal divisions, internal audit, banks, etc. (know more...)

Consolidated salary grade: Rs 29000-900-41600

General: Initial appointment for three years; extendable.

Benefits include Medical, Performance linked incentives

Please send your C.V. within seven days to:

Secretary, NFD, Thaltej Tekra Ahmedabad 380054 or mail to: secretary@nfdindia.org

Job description of Payroll Executive

Maintain payroll information by designing systems; directing the collection, calculation, and entering of data.

Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/division transfers.

Pay staff by directing the production and issuance of cheques or electronic transfers to respective bank accounts.

Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.

Communication with staff regarding matters pertaining to salary deductions, etc.

Determines **payroll** liabilities by approving the calculation of staff members central and state income and applicable taxes.

Balance the salary accounts by resolving discrepancies, if any.

Provide salary information by answering questions and requests.

Maintain **payroll** guidelines by writing and updating policies and SOPs.

Comply with central, state, and legal requirements by studying existing and new legislations; enforcing adherence to requirements; advising management on needed actions.

Maintain employee confidence and protects **payroll** operations by keeping information confidential.

Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Complete operational requirements by scheduling and assigning employees; following up on work results.

Provide certificates for the Tax Deducted at source.

Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Contributes to team effort by accomplishing related results as needed.

Provide MIS as and when called for.

Liaise with the divisions concerned such as Administration (Leave), Personnel & HR, and Internal Audit.