

Date : 15-10-2025

S. K. SOMAIYA COLLEGE OF ARTS SCIENCE AND COMMERCE

Vidyanagar, Vidyavihar, Mumbai – 400077

**Applications are invited for the post of Accounts Assistant in the Unaided Section:
Contractual (Full time)**

Sr.	Cadre	Department	Number of Posts	Qualifications
1	Accounts Assistant	Accounts	01	B.Com. - Accounting. (M.Com.- Desirable)

SKSASC is a minority college. Candidates from any category can apply.

Experience: 1-2 years of relevant experience is desirable; however, freshers may also apply.

Job Description:

- Assisting Admin Coordinator/Accountant in finalizing Accounts, Payroll on monthly basis.
- Reconciliation of Bank Statement on regular basis.
- Preparation of Bank Sheet for Payment transfers after scrutinizing and ensure timely tax-payments.
- Liaisoning with Auditor & provide necessary documents.
- Passing of payment entries.
- Independent Handling of Accounting Entries.
- Writing of Bank cheques and Entry in Oracle Net Suite for payments.
- Profile creation & initializing online Fees Collection.
- Any other work assigned by superiors.

Applicants are requested to email on recruit.sksasc@somaiya.edu with all supporting documents within 15 days from the date of this advertisement.

Applicants are requested to communicate through email only.

Sd-

Dr. Purushottam Wadje

Principal

