

## Job Description (JD)

<b>Position title:</b>	<b>Project Co-Ordinator – F&amp;A</b>	<b>Job Location:</b>	<b>HO, CBD Belapur-Navi Mumbai</b>
<b>Qualification:</b>	<b>B.com/M.com/MBA</b>	<b>Experience:</b>	<b>04 to 10 years</b>
		<b>Salary range:</b>	<b>7.80 to 12 lacs</b>

<b>Role &amp; Responsibilities</b>		
<b>Sr.No</b>	<b>Key Result Areas</b>	<b>Key Performance Indicators</b>
1	Day to day accounting operations	1. Developing and maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements at project site as per company norms. 2. The position is responsible for direct oversight of the day-to-day accounting operations at site. 3. Prepare and maintain cash flow analyses as needed 4. Maintaining of monthly head wise expenditures statement 5. Verify the supplier/vendors invoices related to the project. 6. Compile information for internal and external auditors, as required. 7. Stores, Capital Assets & Inter site authentication and reconciliations. 8. Assign projects and direct staff to ensure compliance and accuracy.
2	Bill Processing for Payments	1. Oversee the accounts payable function for the projects and ensure that all subcontractors and vendors meet all requirements of contract agreement prior to any payments. 2. Preparation of funds requirements/fund releasing request with consent of Project Manager. Coordination and follow up with head office for all kind of payments. 3. Compile necessary documentation to obtain timely payments for Subcontractors and Suppliers. 6. Check and verify the Client RA Bills related to taxation part before submission to client.
3	Accounting Records Maintenance	1. Maintain an orderly accounting filing system. Maintain all required financial records, accounting documents and general ledger of accounts ensuring all files are up to date. 2. Maintain a system of controls over accounting transactions 3. Overall responsibility of the financial reporting, systems, and controls to ensure complete, accurate and timely reporting 4. Implementing best practice internal controls and company policies and procedures. 5. Prepare all records required by internal and external auditors. 6. Reconcile Cash/bank statements by comparing transactions to the general ledger. 7. Prepare reports as necessary as and when required.

Interested candidates are requested to send their CV's to [rajesh.more@markolines.com](mailto:rajesh.more@markolines.com) mentioning the details of current and expected salary, notice period.