# DIVYAJYOTI TRUST MANAGED TEJAS EYE HOSPITAL

Smt. Nipuna & Vijay Hirachand Dalia Parivar Campus, Kim Road,
At: Amalsadi, Po: Godsamba, Tal: Mandvi, Dist: Surat, Gujarat, India – 394163

## JOB DESCRIPTION: SR. ACCOUNTANT / ACCOUNTANT

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| **Job Title:** Sr. Accountant / Accountant | **Department:** Accounts Department (Ref: DJT/TEH/WI/AC) |
| **Organization:** Divyajyoti Trust (Tejas Eye Hospital) | **Location:** Amalsadi, Tal. Mandvi, Dist. Surat, Gujarat |
| **Reporting To:** Hospital Administrator / Designee | **Employment Type:** Full-Time (On-Site) |

### 1. Role Summary

The Sr. Accountant / Accountant is responsible for managing day-to-day hospital accounting operations, cash and banking transactions, monthly bank reconciliations, vendor payments, statutory/government scheme revenue accounting, petty cash reconciliation, monthly financial reporting, and year-end statutory compliance (Form 26AS reconciliation and depreciation schedules) at Divyajyoti Trust Managed Tejas Eye Hospital. The role requires strict financial accuracy, daily task completion, and safeguarding of institutional funds.

### 2. Key Responsibilities & Duties

#### A. Daily Cash Collection, Banking & Receipt Management

- **Departmental Cash Collection:** Collect daily cash receipts from the Pharmacy, Optical Store, and Registration Department, prepare corresponding bank deposit slips, enter transactions into the accounting software, and deposit the cash into the bank on the same day (or the next working day in case of a bank holiday).
- **Donations & Grants:** Record incoming donations in the computer system and ensure cash or cheque receipts are deposited into the bank on the same day or the following working day.
- **Kitchen & Canteen Income:** Reconcile and collect daily Kitchen and Canteen income/coupons against official receipts, ensuring daily deposit into the bank.
- **Scheme & Miscellaneous Income:** Record and deposit revenue received from government schemes (PMJAY, DBCS), training programs, scrap/cardboard sales, and other miscellaneous sources.
- **Training Fee Deposits:** Ensure all fees collected from individuals attending training programs are deposited.

#### B. Cash Vouchers, Petty Cash & Employee Advances

- **Cash Voucher Verification:** Verify authorized signatures on all daily cash vouchers prior to disbursing funds, countersign the vouchers, and record entries in the computer system.
- **Daily Petty Cash Reconciliation:** Tally and reconcile the physical petty cash balance with system records on a daily basis.
- **Petty Cash Replenishment:** When replenishing petty cash, print the cash summary report, prepare the withdrawal cheque, obtain authorized signatures personally, and withdraw the funds.
- **Employee Cash Advances:** Disburse cash advances to trust employees when required, record the outflow in the accounting system, and promptly log the settlement/repayment entry upon return.

#### C. Accounts Payable, Monthly Reporting & Compliance

- **Vendor Payments (RTGS/NEFT):** Process monthly vendor and party payments via RTGS/NEFT in accordance with verified bills and record all payment entries in the system.

- **Monthly Income & Expenditure Reporting:** Prepare and submit the monthly Income and Expenditure statement to the Medical Superintendent on the 10th of every month.
- **Monthly Bank Reconciliation:** Perform complete bank reconciliation statements (BRS) for all hospital and trust bank accounts on a monthly basis, identifying and resolving any discrepancies promptly.
- **Year-End Form 26AS Reconciliation & Depreciation:** Conduct annual year-end reconciliation of TDS credits against Form 26AS/AIS and prepare fixed asset depreciation schedules in accordance with applicable accounting and trust compliance standards.
- **Government Liaison:** Visit and coordinate with various government offices as needed for official accounting and administrative matters.
- **Data Entry & EMR Indenting:** Perform general accounting data entry as required and raise material/service indents in the Electronic Medical Record (EMR) system.

### D. Cash Custody, Discipline & Operational Support

- **Cash Custody & Security:** Store all cash securely inside the designated safe/locker at all times; the Accountant is held personally accountable for any theft or loss resulting from leaving cash unattended or unlocked.
- **Daily Work Completion & Housekeeping:** Arrive at the office every morning, clean and organize the computer and workstation desk, and ensure all daily accounting tasks are completed on the same day without backlog.
- **Equipment Handling & Cross-Functional Support:** Operate office and accounting equipment/machines properly as trained, and assist in other hospital departments whenever required.

### E. Financial budgeting, Forecasting, Data analysis

- **Budgeting and financial forecasting:** ensure that annual budgets are prepared on time towards the end of each financial year for the next financial year in consultation with the various departments of the hospital. In coordination with the departments, development revenue plan for each financial year.
- **Financial data analysis:** prepare monthly, quarterly, half yearly and annual financial analysis on budget vs spending department wise highlighting those account codes that have over spent or under spent with reasons thereto.

## 3. Qualifications, Experience & Key Competencies

- **Education:** Bachelor's Degree in Commerce (B.Com) or Master's Degree in Commerce (M.Com) / MBA (Finance) from a recognized university.
- **Experience:** 2–5+ years of hands-on accounting experience (3+ years preferred for Sr. Accountant), ideally in a hospital, healthcare trust, or NGO environment.
- **Technical Skills:** Proficiency in accounting software (Tally Prime / ERP), MS Excel, online banking portals (RTGS/NEFT), and Hospital EMR systems.
- **Domain Knowledge:** Familiarity with hospital billing and bank reconciliation, government healthcare schemes (PMJAY/DBCS), cash voucher auditing, Form 26AS/TDS matching, fixed asset depreciation, and trust accounting compliance.
- **Core Attributes:** High integrity, strict accountability in cash handling, attention to detail, punctuality, and willingness to support multi-departmental hospital operations.