

Date: Jan 05, 2022

## **ADDENDUM**

### **For the post of Executive (01 Post)**

IIT Mandi Catalyst, A Technology Business Incubator

**Applications Closing on: Jan 10, 2022**

**The following responsibilities have been added with respect to the advertisement for the Post of Executive (01 Post).**

#### **Key responsibilities include:**

1. Recording day-to-day financial transactions in Journal
2. Maintaining and managing records of financial transactions
3. Preparing and maintaining purchase orders, invoices, and payment orders
4. Preparing financial statements, reports, utilization certificates
5. Conducting reconciliation of banking transactions
6. Coordinating internal and external audits
7. Analyzing financial information in order to identify discrepancies
8. Performing such other duties as required as per the needs of the company