

Job Opportunity

Junior Executive, Accounts Department

Job Responsibilities

- Corresponding with Bank regarding different types of bill and cards etc.
- Checking & Verification of bills, vouchers and others supporting documents.
- Must have knowledge of VAT and IT deduction at source and deposit accordingly and issue necessary payments certificates to respective suppliers/service providers.
- Check and recommend Payment Voucher, Cheque and maintain day to day banking and fund management.
- Responsible for Petty Cash funds and weekly reports for reimbursement.
- Ensure cash advances are monitored and cleared on a timely basis.
- Issue receipts for all money received by cash, cheque, and bank transfer.
- Prepare bank reconciliations for all accounts.
- Preparing daily/weekly report of bank balances and outstanding cheque.
- All other duties as and when assigned by the management.

Employment Status: Full-time

Educational Requirements

- M.Com / MBA in Accounting from a recognized university.

Additional Requirements

- Fluent in English.
- Sound knowledge in computer skills (MS Office & Internet).

Experience Requirements

- 1 to 2 year(s) in similar works.

Salary, Compensation and Other Benefits

- According to University Policy

Application Instruction

1. Visit <https://career.aiub.edu/>
2. Click on the Sign-Up option and create your account.
3. Log in using your registered email and password.
4. Go to the Resume menu and complete your resume with the required information.
5. Open the Careers menu, search for your desired job, and submit your application.
6. If you face any confusion during the process, please use the Guideline option or send an email to career@aiub.edu.

Application Instruction: 14th February 2026