

**GOVERNMENT OF ANDHRA PRADESH**  
Information Technology, Electronics & Communications Department  
**Andhra Pradesh State Innovation Society**

SN	Item	Description
7	Post	Jr. Officer (Finance)
	Post Code	<b>IS-007</b>
	No. of Posts	1 One
	Qualifications	Graduate in Commerce
	Experience	0-3 Years of experience
	Job Description	<p>We are looking for a sharp and energetic candidate who can oversee the day to day finance related matters of the society.</p> <p>Responsibilities Include:</p> <ul style="list-style-type: none"><li>• Maintain calendar and Scheduling of important events and petty cash.</li><li>• Assist in budget drawing and disbursal matters.</li><li>• Accounting and entries in software.</li><li>• Respond to telephonic ,e-mail and postal enquiries</li><li>• Track the office inventory</li><li>• Monitor the costs of logistics</li></ul> <p>Requirements</p> <ul style="list-style-type: none"><li>• Must be good at communication skills</li><li>• Must be well Versed in MS office</li></ul> <p>Note: Any other role / responsibility as agreed and felt necessary by the CEO in the interest of the Organization</p>