



Society for innovation and development, IISc Bangalore

Job Title:	Team Lead/Assistant Manager – Payroll & Banking operations	Job Category:	Non-Technical
Department/Group:	SID_ Finance/Accounts	Posting Expires:	July 31 st , 2022
Location:	Bangalore	Travel Required:	NA
Level/Salary Range:		Position Type:	Permanent/Contract
Job Code	Finance-001		

Job Description

Roles & Responsibilities:

- Complete all HR reporting documents and submit for approval.
- Calculate and deduct appropriate amounts from payroll, including tax withholdings and other deductions.
- Process Monthly employee payroll payments on time.
- Obtain and verify direct deposit banking information from employees.
- Oversee internal payroll and accounting audits on an annual basis.
- Maintain general ledger with regard to payroll transactions.
- Filing of quarterly TDS returns and Issuance of Form 16.
- Vendor Payment processing both domestic and international payments.
- Accounting of Banking transactions in Tally ERP

Desired Candidate Profile

- Bachelor's Degree in Accounting or related field required.
- 15+ years' experience in Payroll or accounting for a corporation.
- Experience in the Service industry preferred.
- Excellent in MS Office and Communication skills.

- Experience with GreytHR payroll system software preferred.
- Ability to maintain privacy and confidentiality.
- Thorough knowledge of Indian Income Tax Rules and guidelines.
- Thorough knowledge of statutory compliances – PF/ESI/PT etc.
- Thorough knowledge of Tally ERP.
- Understanding of Banking transactions processing both domestic and international payments.
- Well versed in Banking platforms and modes of payments.

Interested candidates are requested to submit their updated CV along with the Job Code Finance-001 as a subject line to hr.sid@iisc.ac.in ,before 31st July 2022.