



Jammu & Kashmir Cricket Association

(Affiliated to the Board of Control for Cricket in India)

Headquarters: Pavilion Building, Hostel Ground, GGM Science College, Jammu – 180016

Srinagar Office: Sher-i-Kashmir Cricket Stadium, Sonwar, Srinagar – 190001

Tel.: 0191-4015572 | Mob.: 8899002224

Ref. No. JKCA/Secy/Jmu/2026/838

Dated 09-10-2026

Job Advertisement

Accounts Supervisor

Jammu & Kashmir Cricket Association (JKCA)

The Jammu & Kashmir Cricket Association invites applications from qualified candidates for the position of Accounts Supervisor (**G-6**) on contractual basis. *Probation period – six months or earlier based on performance.*

About the Role

The Accounts Supervisor will be responsible for accurate day-to-day bookkeeping, maintenance of physical and digital financial records, bank and cash operations, statutory compliance support, and ensuring complete audit readiness for the Association.

Key Responsibilities

Day-to-Day Bookkeeping & Entry

- Post daily financial transactions, ledger entries, and prepare all accounting vouchers (Payments, Receipts, Journal Entries, Contra, and Purchase/Sales) in Tally Prime.
- Maintain physical books of accounts, including cash book, bank book, purchase/sales records, ledgers, vouchers, and supporting documents in a systematic manner.
- Process vendor invoices, petty cash vouchers, and match supporting documentation (Approval Notes) before payment entry.

Bank & Cash Operations

- Perform Bank Reconciliation Statements (BRS) on a monthly basis for all active JKCA bank accounts.
- Manage and reconcile the petty cash register with physical cash balances.

Audit Readiness & Physical Record Keeping

- Maintain systematically organized physical folders for all vouchers, bills, bank statements, and tax challans.
- Create corresponding digital back-ups (PDF archive) ensuring complete audit readiness for Internal and Statutory Auditors.

Statutory Compliance Support

- Prepare monthly data and working sheets for GST (GSTR-1, GSTR-3B) and perform necessary compliance.
- Assist with TCS, working sheets, and compliance under relevant sections.





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- Support monthly EPF compliance, including verification of employee and employer contributions, reconciliation with payroll and ledger records, and coordination for timely challan payments and returns.
- Generate party-wise outstanding lists and reconcile ledger accounts periodically.

Reporting

- Assist in generating trial balances, monthly expenditure summaries, and budget-versus-actual tracking sheets for management review.

Requirements

- B. Com or equivalent finance degree (M. Com preference).
- Minimum 4 years of accounting / bookkeeping experience.
- Strong hands-on proficiency in Tally and MS Excel.
- Good understanding of basic statutory compliance (GST / TDS / EPF/TCS).

How to Apply

Interested candidates meeting the above criteria may send their detailed résumé along with a cover letter to ceo.jkca@gmail.com with the subject line “**Application for Accounts Supervisor JKCA**” on or before **18th October 2026**.

Location- Jammu

Only shortlisted candidates will be contacted.

Sd/-

Honorary Secretary

Jammu & Kashmir Cricket Association

