



KENDRIYA VIHAR APARTMENT OWNERS WELFARE ASSOCIATION (KVAOWA)
KENDRIYA VIHAR, SECTOR-56, GURUGRAM (HARYANA) – 122011
(Registered under Societies Registration Act No.1 of 2012 Registration No. 00651 Dated 25/4/2013)

No. KVAOWA/GGN/2026/47/529

Dated: 21st June, 2026

NOTICE

Vacancy – Assistant Manager (Accounts)

Kendriya Vihar Apartment Owners Welfare Association (KVAOWA), Sector-56, Gurugram, invites applications for the post of **Assistant Manager (Accounts)** on a full-time basis.

Key Responsibilities:

- Day-to-day accounting in Tally.
- Bank, vendor, member, and ledger reconciliations.
- Preparation of MIS, other financial reports and fund position statements.
- Preparation of working for GST, TDS, EPF, ESI, Income Tax, and other statutory compliances and filings.
- Coordination with auditors and Chartered Accountant.
- Maintenance of accounting records and compliances, various reconciliations trackers.

Eligibility:

- B.Com/M.Com or equivalent qualification.
- Minimum 5 years' experience in accounting and compliance.
- Working knowledge of Tally, GST, TDS, MS Excel, and financial reporting.

Location: KVAOWA Office, Sector-56, Gurugram

Interested candidates may submit their resume with expected salary to the Society Office or email: kv006_gurgaon@yahoo.co.in; by **30th June 2026**.

Atul Dhyani
Secretary, KVAOWA

"Service with a Smile"

Mob: - 8800853661 Email: kv006_gurgaon@yahoo.co.in; Web-site: kvgurgaon.com