

JOB TITLE: ACCOUNTS EXECUTIVE

AREAS OF RESPONSIBILITY:

Book-keeping Related

- > Making payments and receipts as necessary and recording them in accounting software (Tally) in a timely manner.
- > Ensure outlined procedures in the Finance Policy are adhered to while making any payments (or) receiving funds.
- > Make necessary journal entries as appropriate for appropriate accounting as per standard procedures.
- > Ensure necessary documents are maintained for any transactions that are accounted in the software.

Banking

- > Manage the bank account/s.
- > Preparing Bank Reconciliation statement periodically as per practice

Compliance

- > Ensure statutory payments such as TDS, Provident Fund and Professional Tax as applicable are paid in time and the reports pertaining to them are submitted on time.

Audit

- > Manage and handle the ongoing communication with Auditor's office and build rapport as a single point contact.
- > Coordinate in case of periodic audit visits done by auditor's office to the projects and provide them with the necessary information, documentation as necessary for the completion of timely audit.

Core and other Responsibilities

- > Maintain accurate and up-to-date books of accounts for the district
- > Adhere to policies and procedures as defined in EG Financial Manual/ Procurement Manual
- > Ensure all applicable statutory compliances are duly met Verifying and finalizing legal documents – MOUs, Rent agreements other agreements.
- > Should have knowledge of Salary workings, HR compliances
- > Follow-up and tracking with Partner organization for invoicing status.

Preferred Education Background

- > Hold a graduate degree in commerce and accounts (B.Com preferably)

Preferred Work Experience

- > Have a minimum of 2-3 years of experience in handling accounts function
- > Preferably experience in an NGO

Preferred Skill Set

- > Working knowledge in Tally ERP
- > Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel)
- > Good written and verbal communication in Hindi and English and preferably Marathi