

Position: Accountant

No. of Post :01

Desired qualification: B. Com

Desired Experience : Post qualification experience of at-least 1 year. Candidate with working experience in NGO sector is preferred. Knowledge of Tally Prime/ERP9 is essential condition.

Location : SEARCH, Shodhgram Post- Chatgaon, Tah-Dhanora , Gadchiroli-442606

Contact Details: Email - hr@searchforhealth.ngo

Key Responsibilities

- Preparation of various accounting vouchers and maintaining supporting records.
- Accounting & book-keeping of all financial transactions in Tally
- Bank reconciliation
- Verification of bills and vouchers for payment authorization as per org. policy
- Preparation of data for filing statutory returns and statements.
- Systematic filing and documentation of vouchers and records.
- Managing employee and party advances
- Facilitating internal, donor, and government audits.
- Office Store management
- Maintaining Bill book register
- Preparation of various data for payroll processing

Total Monthly Compensation: Rs.22,000/- (No Accommodation)