

Position: Accounts Executive

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No. of Post: 01

Desired qualification: M. Com, CA/ICWA Enter, MBA (Finance)

Desired Experience: Post qualification experience of at-least 2 years. 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:

- Payroll processing and statutory deductions (PF, PT, TDS).
- Accounting & book-keeping of all financial transactions in Tally ERP.
- Bank reconciliations
- Preparation of program/Dept-wise expense statements.
- Grant accounting and preparation of utilization statements.
- Purchase and payment authorization as per organizational policy.
- Preparation of Grant Utilization Certificates and donor expenditure reports.
- Maintaining donor database and supporting Form 10BD compliance.
- Maintaining Fixed Deposit Register
- Handling PF-related work (KYC, withdrawal, etc.).
- Correspondence with Individual Donors
- Bank Correspondence
- Filling of Profession Tax Returns
- Authorization of accounting entries of accountant

Total Monthly Compensation: Rs.32,000/- (No Accommodation)

