Job Title: Accounts Assistant

Purpose of Job: Work as an Accounts Associate at Youth for Social Development at its headquarters based in Berhampur, Ganjam, Odisha. Document financial transactions, maintain accounting controls, reconciles financial discrepancies and summarize current financial status and compiles statutory requirements.

Main Duties and Responsibilities:

- Documents financial transactions by entering account information
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Prepares payments by verifying documentation, and requesting disbursements.
- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Contributing to the organization activities as and when required

Essential Knowledge, Qualifications and Experience:

- A degree and post-graduate degree in commerce/accounting/finance
- Minimum 3-5 years experience in field of accounting and finance and produce desired time bound results

Skills/Abilities:

- Accounting, and Finance Reporting Skills
- General mathematics and data entry management (Tally operations)
- Ability to produce time bound desired results

Desirable:

- Previous experience in accounting and finance management
- Book keeping, reporting and analytical skills
- Experience in financial reporting requirements

Remuneration: The remuneration will be based on the applicants’ ability and experience.

How to Apply: Fresher, Female and Locals are encouraged to apply. Candidates are strongly recommended to read the Job Profile carefully before applying. Please send your updated CV with covering letter to careerysd@gmail.com latest by 15 April, 2021 along with 2 professional references. The selected candidate would be required to join immediately. Only shortlisted candidate will be contacted. For more details on Youth for Social Development, please visit: www.ysdindia.org/career