



## JOB DESCRIPTION ~ ACCOUNTS EXECUTIVE

**Purpose of this Position:** The Accounts Executive would be in charge of maintaining the books of accounts and ensuring that all necessary compliances are being fulfilled.

<b>Location</b>	Mumbai
<b>Time Commitment</b>	Full time
<b>Reporting</b>	Sr. HR & Admin Manager/ED

No.	Key Job Area
1	<b>Cash transactions</b> <ul style="list-style-type: none"> <li>Maintain and Monitor day to day Cash expenses</li> <li>Disburse Cash Advances</li> <li>Receive Cash Receipts</li> </ul>
2	<b>Bank Transactions</b> <ul style="list-style-type: none"> <li>Monitor Bank balance</li> <li>Prepare required cheques and documents</li> <li>Process payments including salaries and reimbursements to staff members, consultants, temporary employees, other claimants and external contracts.</li> </ul>
3	<b>Reporting &amp; documentation</b> <ul style="list-style-type: none"> <li>Maintain and monitor all financial and accounting documents and records</li> <li>Ensure all documents and records are filed in an orderly, transparent and efficient manner.</li> <li>Prepare Bank reconciliation reports and expense statements</li> <li>Documentation for Board meetings as per requirement</li> <li>Prepare financial reports and analysis for presentation to Donors, Senior Management, Board meetings and staff meetings as per request.</li> </ul>
4	<b>Audits</b> <ul style="list-style-type: none"> <li>Primary Contact point for Auditors</li> <li>Provide support and information to Auditors</li> </ul>
5	<b>Statutory Compliance &amp; other requirements</b> <ul style="list-style-type: none"> <li>Deduction of TDS on payments made to Staff and vendors</li> <li>Quarterly Depositing of TDS to Government department through Auditor</li> <li>Quarterly TDS returns</li> <li>Ensure all receipts and payments are in accordance with financial rules and regulations and according to the contracts signed;</li> <li>Legal Registration and documentation of 12A, 80G and Amendment of MOA</li> <li>Ensure all statutory compliances are met and maintain a compliance calendar with I.T., ROC and Home ministry.</li> </ul>

<b>6</b>	<p><b>Administration, Policies &amp; Management</b></p> <ul style="list-style-type: none"> <li>• Ensure all financial procedures &amp; systems are being carried out</li> <li>• Ensure all financial matters meet with finance and audit standards.</li> <li>• Providing technical support to portfolio organizations particularly in designing accounting system and orienting them on the use of accounting package and managing day to day financial administration</li> <li>• Accounting of Chapter accounts</li> <li>• Any other jobs assigned from time to time as per the requirements</li> </ul>
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No.	Required Skills
1	Knowledge of Tally
2	Good verbal and written communication skills
3	Excellent attention to detail & the ability to maintain clear and accurate financial records
4	An organized and methodical approach to working and problem solving
5	The ability to work independently and as part of a team
6	An honest and discreet attitude when dealing with organizations accounts
7	The ability to work with deadlines and to balance a number of conflicting demands
8	The ability to learn quickly and adapt to in-house systems