



YOUTH for seva[®]
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Accounts Executive

Job Description

YOUTH FOR SEVA is committed to be at the helm of inspiring a nationwide volunteering movement. To support the Finance and Accounting function of this multi-site NGO, we need a “Accounts Executive” who is an experienced Accounting professional, well versed in various accounting practices and relevant technology platforms.

Accounts Executive is the part of the Finance function who will report to Head – Finance and Accounts. The position is based in Secunderabad and preference will be given to candidates based in the city.

Responsibilities:

- Regular work involves Donor reporting, correspondence on 80 G receipts, etc.
- Responsible for various statutory compliances like FCRA, TDS, PF, ESIC, PT etc. -timely payment and returns.
- Accounts Payable, Payroll and recon of books of accounts.
- Coordination & correspondence with Vendors, Banks & Govt departments.
- Interaction with Statutory auditors, Consultants, etc.,
- Perform any other duties as may be required by the organization.

Eligibility:

- 2 - 3 Years of relevant experience. Familiarity with social sector will be an added advantage.
- Knowledge of Project accounting and MIS.
- Working knowledge in Tally ERP is a must.
- Conversant with MS office
- Decent verbal and written communication in English.

If you are interested, please send your resume to hryfs@youthforseva.org with subject line “Accounts Executive @ YFS, Secunderabad”



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Selection Criteria

Age	23 yrs. to 28 yrs.
Education	B.Com.
Languages needed	English, Telugu and any other languages
Commitment	2+ year
Salary	Rs.2.76 L to 3.12L per Annum
Work Timing	9:30 am – 6.00 pm, 5.5 days a week.
Skills	<ul style="list-style-type: none">• Basics of MS Word, Excel, ERP, Tally• Use of internet, e-mail, etc.• Demonstrated ability to liaison with banks, govt. agencies, peers from other departments and locations.• Decent oral & written Communication in English
Other requirements	<ul style="list-style-type: none">• Good learner and active team member.• Passionate about Social Sector

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