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Jr. Accounts Executive

Bengaluru

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 “**Jr. Accounts Executive**” who is an experienced Accounting professional, well versed in various accounting practices and relevant technology platforms.

Jr. Accounts Executive is the part of the **Accounts and Finance** function and will report to the Head of Finance and Accounts. The position is based in **Bengaluru**.

Roles & Responsibilities:

- Regular work involves Donor reporting, correspondence on 80 G receipts, etc.
- Monitoring timely payment and returns.
- Day to day accounts updating and review, MIS preparation.
- Coordination & correspondence with Vendors & Banks
- Interaction with Statutory Auditors, Project Heads, Consultants, Contractors etc.,
- Tracking and reviewing project activities, updating and maintenance of databases.
- Documenting MOU's and Agreements in co-ordination with Project Teams.
- Compiling and filing vouchers along with supporting, preparing cheques, Online payouts(NEFT/RTGS) etc.
- Salary/Honorarium/Contract/Consultancy Payment Processing.
- Perform any other duties as may be required by the organization.

Qualifications and Skills

Selection Criteria

- Minimum 1 to 2 Years of relevant experience. Familiarity with the social sector will be an added advantage.
- Working knowledge in Tally Prime.
- Conversant with MS office.
- Decent verbal and written communication in English and Local Language.
- Resident of Bengaluru



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Education	B. Com, BBA in Finance and Accounts, Or Any Other Relevant Field.
Experience	• Minimum 1 to 2 Years of experience required. • NGO or non-profit sector experience is preferred.
Languages needed	English, Kannada, Hindi, Telugu (Good to have)
Work Timing	9:30AM to 6:00 PM - Monday to Friday 9:30AM to 1:30PM - Saturdays
Location	Bengaluru
Skills Required	• Should possess good domain knowledge • Candidates must be proficient with Ms. Word, Tally, and Ms. Excel and possess Email Etiquettes and Other Basic Computer Knowledge. • Demonstrated ability to liaison with banks, govt. agencies, peers from other departments and locations.
Other Requirements	• Passionate about Social Sector • Interest to learn and grow.

If you are interested, please send your resume to recruitments@youthforseva.org with the subject line "Your Name_Applying for the Role of Jr. Accounts Executive" OR apply through our Youth For Seva Careers Page.