



YOUTHforseva™

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

Sr. Accounts Executive is the part of the Finance function who will report to Head – Finance and Accounts. The position is based in **Hyderabad** 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.
- Payroll processing, Day to day accounts updation and review, MIS preparation.
- Coordination & correspondence with Vendors, Banks & Govt. Departments.
- Interaction with Statutory Auditors, Project Heads, Consultants, Contractors etc.,
- Tracking and reviewing project activities, updating and maintenance of database.
- Regularly taking tally backup and furnishing to head office.
- Documenting MOU's and Agreements in co-ordination with Project Teams.
- Compiling and filing vouchers along with supportings, preparing cheques, etc.
- Perform any other duties as may be required by the organization.

Eligibility:

- 3 - 6 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 “Sr. Accounts Executive”



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Selection Criteria

Age	24 yrs. to 30yrs.
Education	B.Com.
Languages needed	English, Telagu
Commitment	2+ year
Work Timing	10 am – 6.30 pm, 5.5 days a week.
Skills	<ul style="list-style-type: none">• Basics of MS Word, Excel, Tally ERP• 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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