POST OF ACCOUNTANT

About Organization:

Vikas Sahyog Pratishthan (VSP) is a non-profit organization established in 1990. VSP works to promote Social Justice and Sustainable Development in Vidarbha, Konkan and Northern regions of Maharashtra State.

VSP is looking for candidates having 3 to 5 years' experience of handling NGO accounts in Tally ERP, knowledge of FC and Non FC accounts and Taxation.

Minimum Educational Qualification: B.Com/M.Com. An added qualification of MBA in Finance will be preferred.

Responsibilities:

1. Managing daily accounts-vouching and posting of accounts in Tally
2. Dealing with Vendors, handling Procurement processes and coordinating with Banking Institutions.
3. Financial Report preparation as per donor's requirement
4. Process Salaries and clearing staff liability dues on monthly basis.
5. Coordinating with the field staff regarding requisitions, expense voucher submissions. Collecting vouchers from field and sanctioning on monthly basis.
6. Financial closure on monthly basis and reporting the status to Coordinator, CEO and Governing Board of the organization.
7. Completion of Financial Audit and updating online Statutory Legal Compliances, follow up with Auditors as required.
8. Any other organizational requirements.

* Candidate is required to Travel and Coordinate in the Project Field areas.

Salary: Rs.25,000/- to Rs.30,000/- per month

Location: Goregaon, Mumbai.

Interested candidates with relevant experience, e-mail their CVs and covering letters to **HR Officer** at **hrvspindia@gmail.com** on or before **10th June, 2019**
Subject line should be – **Application for the post of Accountant**.

Please note: Only shortlisted CVs will be contacted.