

Accounts & Adm. Coordinator based in Saharasa – Bihar

Job Profile:

SEEDS is looking for an Accounts & Adm coordinator to handle accounts and administration in the District of Saharasa- Bihar . The position will be directly working under the Project Manager and will also report to SEEDS' Head Office for Finance and Administrative matters.

Founded in 1994, SEEDS is the first HAP certified Indian humanitarian organization, working with communities afflicted by disasters and living in disaster prone areas.

Roles and Responsibilities:

1. General Accounting

- Maintenance of cash book, ledger, journals, etc.
- Maintenance of project wise books of accounts
- Ensure all accounting transactions are entered using the TALLY software on day to day basis

2. Ensure that all processing is performed in a timely and accurate manner

- Prepare accounting vouchers and getting the same authorized by the competent person.
- Ensure all subsidiary accounts, such as fixed assets registers, advance registers, payment registers etc. are maintained and updated on daily basis.
- Bank Reconciliation and ensuring timely and accurate revenue recognition by the banks, bank charges, ensuring efficient transmittal of funds.

3. Provide administrative support

- Support Project Manager in procurement , adhering to systems & procedures
- Maintenance of attendance and leave records
- Arranging logistic requirements – like travel and stay arrangements
- Record keeping of stocks and building materials

4. Other functions

- Monitor the budget and record deviation if any
- Support Project Manager in smooth running of project activities
- Management of imprest account
- To ensure compliances as per HR and finance policies
- Reporting to Head Office on finance and administrative matters

Qualification & Experience:

- B.Com. with at least 2- 3 years of experience in accounts , preferably in **NGO sector**
- Filed experience is desirable

Skills & Competencies:

- Thorough Knowledge of Accounts
- Knowledge of MS office, TALLY and ERP package is essential.
- Knowledge of Service tax, TDS and Payroll
- Good interpersonal skills, ability to work in a team
- High quality standards to ensure that stakeholders are satisfied
- Knowledge of Administrative Procedures
- Good budget tracking skill
- Willingness to travel

How to Apply:

Candidates with a passion to work in the humanitarian sector and the above qualifications may apply to joinus@seedsindia.org with the subject "Coordinator - Accounts & Administration in Saharsa, latest by 10th September 2016. Pl mention your current and expected salary

Visit us at www.seedsindia.org.