

AROH Foundation, an ISO Certified organization of national repute working towards social upliftment in multiple sectors like education, livelihood, health and sanitation, etc., seeks dynamic and motivated professionals with relevant experience.

Position Title: Accounts Executive

Location: Sector-7, Noida, Uttar Pradesh

Compensation: A consolidated CTC would be in-between 20,000-30,000.

Experience - 2-3 years

We are looking for a Junior Accountant with knowledge of Tally to join our team. The ideal candidate should have a solid understanding of accounting principles, be proficient in Tally, and possess excellent analytical and communication skills.

Key Responsibilities:

- Receiving and processing all invoices, vendor payments and requests for payments
- Handling petty cash, preparing bills and receipts
- Maintaining accounting records, making copies, filling documents etc.
- Processing projects accounts documents such as bills, pay orders etc.
- Issuing purchase orders, comparing comparison statements and quotations
- Assist in the preparation of financial statements and reports
- Conduct periodic audits and reconcile accounts in Tally
- Respond to internal and external financial inquires

Requirements:

- Bachelor's degree in accounting or finance
- 1-2 years of relevant work experience
- Proficient in Tally accounting software and TDS
- Strong knowledge of accounting principles and practices
- Experience with Microsoft Excel
- Ability to multitask and prioritize tasks effectively
- Excellent communication and interpersonal skills
- Strong attention to detail and accuracy
- Good time management and organizational skills

How to Apply:

Interested candidates who meet the qualifications are invited to submit their resume along with a photo detailing their relevant experience go to the link <https://aroh.in/Home/career> to apply for the above-mentioned position.

We thank all applicants for their interest in AROH Foundation, but only those selected for an interview will be contacted.