

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: AROH Foundation, F-52, Sector-8, Noida, Uttar Pradesh

Compensation: A consolidated CTC would be between 25,000 – 30,000.

Exp – 1-2 years

We are looking for a Junior Accounts Executive 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:

- Prepare bank reconciliations, journal entries, and general ledger postings
- 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
- Filling of returns for TDS, GST etc
- Thorough with statutory compliance of deducted and collected taxes viz TDS, Professional Tax
- Process invoices, purchase orders, and payments in Tally
- Assist with month-end and year-end closing activities in Tally
- 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
- 2 years of relevant work experience
- Proficient in Tally ERP-9 Prime software
- 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

This is an excellent opportunity for a motivated and detail-oriented individual to gain valuable experience in the accounting field with expertise in Tally. If you meet the requirements and are interested in this opportunity. Please submit your resume at hr@aroh.in and cover letter for consideration.