

Application – Accounts Person

Location - Delhi

Job description - We are looking to bring onboard self-driven, motivated and passionate people who have hands-on experience of working in accounts team.

Additionally, love for the development sector, a keen eye for the data and loves to work with the data & accounts. He/she should be a good team player with ability to interpret and turn complex accounts data into simple and effective data.

Roles and Responsibilities

1. Preparation of accounts reports on daily, weekly, monthly and yearly basis
2. Generate and distribute reports in accurate and timely manner
3. Provide strong reporting and analytical information support to donor management and other teams.
4. Prepare presentation graphs, graphs, data Dashboard etc.
5. Participate in cross-functional meetings to resolve recurring data issues

Desired Skills

1. Good Knowledge in Tally ERP9
2. Strong technical skills of data processing
3. Excellent knowledge of MS Excel like (Formulas, V-lookup, H-Lookup, Pivot, etc.)
4. Ability to work in team as well as independently
5. Good written & data visualization skills
6. Should have high level of integrity
7. Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
8. Experience in handling various types of accounts related data.
9. Can ensure accuracy, consistency and authenticity of the data.
10. A meticulous approach to work and an eye for detail.
11. The ability to maintain high-quality work while meeting tight deadlines

Experience

Minimum 2 years of working experience in Accounts Department.

Education- Should be a minimum B.Com graduate.

Industry - Not For profit

Employment Type - Full-time

Application Process:

Interested candidates are requested to email your resume to hr@goonj.org

***Following the submission of the above, shortlisted candidates will be interviewed over two rounds following which a final decision will be made.**

***Only shortlisted candidates will be reverted back and called for the interview.**