

## **American India Foundation (AIF) Accountant- Public Health, Uttarakhand**

**Position** – Accountant

**Program** – Public Health

**Location:** Dehradun

**Reporting:** State Program Manager, Public Health, Uttarakhand

### **Background**

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted **6.7 million** lives across **26 states** of India. Learn more at [www.AIF.org](http://www.AIF.org)

### **About MANSI**

Maternal and New-born Survival Initiative (MANSI) utilizes a public-private partnership model to reduce maternal and child mortality by providing resources and support, thus empowering local communities to care for their mothers and children while improving the local health systems.

### **Roles & Responsibilities:**

- Up to date Book keeping in Tally version 9
- Verification of all transactions for bills, authorization etc. prior to payments
- Handling Petty cash payments, proper accounting of the same.
- Preparing reports as required, on monthly basis.
- Maintaining asset register and verifying the stock registers on a regular basis.
- Prepare fund Request and Utilization Report
- Prepare Donor report (Audited and Unaudited)
- Maintaining daily payment voucher, receipt voucher and journal voucher
- Responsible for Staff Salary and Bill processing
- Responsible for Bank transactions and preparing Bank Reconciliation Statements
- Field visit to project offices on monthly basis to verify the expenses.

**Desired Competencies:**

- Good domain knowledge and computer skills including Tally 9.0-ERP and Ms. Office.
- Knowledge of Income Tax, TDS, FCRA.
- Result oriented
- Flexibility
- Capable of enforcing organizational norms and processes

**Qualification and Experience:**

- Graduate in Commerce or higher
- At least 3+ years' experience in accounting from social sector.
- S/he must be able to adhere to the highest ethical and moral standards with transparency.

**Reporting:** The position will directly report to State Program Manager- Public Health Uttarakhand

**Position Availability:** Immediately

**Application Process:** To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to [ph.career@aif.org](mailto:ph.career@aif.org) with subject line "**Accountant- Public Health, Uttarakhand**".

Deadline for applications: **30<sup>th</sup> April, 2021**

Only applications of short listed candidates will be acknowledged.