

American India Foundation (AIF) - Accountant

Position – Accountant

Department – Finance

Location: Gurgaon

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 **8.4 million** lives across **26 states** of India. Learn more at www.AIF.org

Key Responsibilities:

The job responsibilities include, but are not limited to the following:

- Processing and accounting for all payments including partner tranches, vendor invoices, staff claims and salaries in a timely manner following organization policies and procedures.
- Ensuring deposition of all donor grants and other receipts in AIFT bank accounts and issue timely receipts/certificates for the same.
- Responsible for maintaining up-to-date books and accounting records in ERP package as well as other software packages and on Excel files.
- Communicating with banks, vendors, partners and third parties in connection with normal business transactions.
- Prepare bank reconciliations on monthly basis.
- Compile and analyze financial information to prepare financial statements.
- Ensure management of filing systems and maintaining office records and registers.
- Deduction and deposition of all statutory dues such as EPF, TDS as per applicable laws and ensuring timely deposition of the same.
- Preparation and filing of TDS returns as well as preparation and issue of TDS certificates for Staff/ Vendors.
- Maintain custody of office cash and ensure that fund requirements at different locations of specific programs are met.
- Any other tasks assigned by line manager.

Qualifications and Experience:

- Graduate / Post Graduate degree in Commerce with at least 3-5 years of non-profit accounting experience.
- Proficiency in use of Tally accounting software as well as M.S Office is a must.
- Good working knowledge of excels spreadsheets.
- Knowledge about regulatory requirements in India and prior experience in ensuring tax as well as Provident fund compliances and filing of TDS as well as EPF returns.
- Experience with non-profits would be a plus.

Skills and Competencies:

- Consistently approaches work with positive energy and a constructive attitude.
- Possesses a variety of skill sets including time-management, multi-tasking, and inter-personal skills.
- A team player who is supportive, flexible and ready to take on additional tasks.
- Ability to cope with work pressure.
- Sound numerical skills
- Good communication skills – both written and verbal
- Ability to work independently with large volumes of data with initiative and with problem solving ability
- Responds positively to feedback and respects diverse point of views.

Reporting: The position will report to Senior Finance Manager.

Other: Salary commensurate with experience.

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 **indiarecruitments@aif.org** with subject line “**Accountant**”.

Deadline for applications: **12th July,2022**

Only applications of short-listed candidates will be acknowledged.