Accounting Executive

Full-time position
Base location: Kailash Colony, New Delhi
Reporting Line: CEO
Start date: 1st March 2020
Remuneration: Dependent on experience

Role Background
Oorja is seeking a self-directed Accounting Executive with 3-6 years’ experience using an accounting software. The primary focus will be to support Oorja’s management by providing financial, accounting, administrative and HR support services in accordance with company policies and procedures, in order to ensure effective, efficient and accurate operations. You will be responsible for accounting, regulatory compliances and administrative support tasks. The ideal candidate is driven, organised, dependable and technology-savvy.

Key Duties
- Accounting and bookkeeping using accounting software (Tally, Quickbooks)
- Budget preparation and analysis; cash flow forecasting; cash management
- Overseeing timely financial, legal and tax compliance in coordination with company CA
- Collecting and compiling revenue collection, expense and progress reports from project sites
- Payroll processing; employee expense reimbursement; maintaining personnel records
- Vendor, contract and asset management; support with equipment procurement
- Administrative support to organisation: travel arrangements, meeting planning, etc.

Roles and Responsibilities
The key responsibilities of the Accounting Executive will include, but are not limited to:

Accounting & Financial Management
- Evaluating and strengthening current financial and accounting processes, systems, procedures and reporting tools
- Basic accounting and bookkeeping; processing and monitoring accounts payable and receivable; performing cash and bank reconciliations
- Preparation, review and analysis of financial statements in consultation with company’s CA
- Cash flow forecasting and cash management; assessing working capital needs
- Collecting/compiling monthly revenue collection, expense and progress reports from project sites
- Preparation of annual and monthly organisational and project budgets; ratio, P&L and trend analysis
- Maintaining banking relationships; managing cheque and cash deposits and withdrawals

Compliance, Tax & Audit
- Responsible for timely financial, legal and tax compliance with MCA, ROC, RBI etc. as per regulations
- Working with the CA to determine company’s tax position; calculate and deposit all tax payments (GST, TDS, Advance Tax, etc.)
- Coordinating and supporting external audit firm with year-end statutory audit process
- Implementation of effective and robust internal controls and risk management processes

Vendor, Contract & Asset Management
- Preparation of procurement initiation documents such as purchase orders; tracking of invoices/bills/receipts and verification and settlement of supplier payments
- Following up with vendors/suppliers and transport companies for timely delivery of goods; keeping track of product and equipment warranties
- Preparation, review and maintenance of vendor, customer, employee, insurance, rent lease and other contracts, policies and agreements; provide timely alerts of expiration and renewals
- Accounting and management of inventory of assets and stocks; facilitate physical verification thereof
- Development and maintenance of database of all suppliers, customers and partners

**Administrative Support**
- Organisation of business meetings, interviews, workshops, training sessions, seminars, etc.
- Travel arrangements for staff including booking of hotels, flights, trains, local conveyance, etc.
- Supervision of maintenance of office space; procurement of office equipment, stationery, furniture, furnishings
- Preparing and presenting monthly, quarterly and annual MIS (business and financial performance) reports on cash flow, working capital, project venues and costs, etc. to the management
- Perform any other tasks assigned from time to time by the management
- Creating and maintaining filing and archiving systems for company documents; ensuring effective financial and administrative data management systems

**HR, Documentation & Reporting**
- Processing payroll, preparation of salary slips, processing expense reimbursement claims of staff
- Maintaining all personnel records including tracking leave taken by staff
- Ensuring compliance with all labour laws and mandatory government payments (PF, ESIC, etc.)
- Assisting with the recruitment process by identifying and screening candidates, organising interviews, performing reference checks and issuing employment contracts
- Assisting with performance management procedures

**Skills & Qualifications**
- Bachelor’s or Master’s degree in accounting, commerce, financial management or a related field; advanced degree of Chartered Accountancy, Company Secretary, MBA in Finance a plus
- Minimum 3 years’ professional experience in financial management, accounting and administration
- Proficiency with computers (MS Word, Excel, email) and accounting software (Quickbooks, Tally)
- Outstanding knowledge of generally accepted accounting principles, company affairs, taxation, banking, and relevant regulatory framework and statutory compliance
- Strong organisational skills; ability to prioritise work and deliver independently under tight timelines
- Meticulous attention to detail and rigour, with a high standard of presentation and integrity
- Effective HR, administration and people management skills
- Excellent spoken and written communication command of both English and Hindi
- Able to work within a multidisciplinary, international team with sensitivity and respect for diversity

**Benefits**
- Ownership over diverse set of tasks
- Dynamic and flexible working environment
- Strong social and environmental impact of your work

**How to Apply**
Please send your CV and cover letter to careers@oorjasolutions.org with the subject line “Accounting Executive – Your Name”. Please don’t forget to put your name in the subject line!

More information about Oorja can be found at www.oorjasolutions.org.

Selection process: 1 interview (in-person), completion of an assignment, reference checks.
Probation period: 3 months
Equal Opportunities and Non-Discrimination Statement

Oorja Development Solutions India Pvt Ltd is an equal opportunity employer that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to religion, race, caste, sex, place of birth, sexual orientation, gender identity, disability, or age. Oorja endeavours to provide a safe, diverse and comfortable workplace. Oorja will not adversely discriminate, and prohibits other adverse discrimination at the workplace, against any person on its premises, whether that person is in its employment or otherwise. Diversity is an ideal breeding ground for creativity, innovation and cooperation. If you can contribute to our organisation, you are welcome, regardless of your roots, religion, age or gender.