

Job Opening: Accounts Assistant

Organization: Yuva Rural Association

Location: Nagpur

Salary: ₹10,000 – ₹12,000 per month

Education: B.Com / M.Com

Key Responsibilities:

- Prepare vouchers accurately and on time.
- Check and verify vouchers and bills for correctness and compliance.
- Get vouchers pre-sanctioned and approved as per company policy.
- Record all vouchers in Tally.
- Process payments of all vouchers through Bank or Cash.
- Maintain proper records and documentation of accounts.
- Handle basic accounting tasks as required.

Required Skills:

- Basic knowledge of Accounting principles.
- Hands-on experience in Tally (Mandatory).
- Working knowledge of MS Excel and MS Word.
- Good attention to detail and accuracy.

Experience:

Freshers with strong knowledge or candidates with relevant experience are welcome.

To Apply:

Please send your updated resume to trupti.thombare@yraindia.org or Vaishali.padole@yraindia.org.