Job Description: Accounts Executive

Organization: Yuva Rural Association (YRA)
Position: Accounts Executive
Department: Finance & Accounts
Location: Nagpur, Maharashtra
Reports To: Finance Manager / Finance Head
Employment Type: Full-time
Experience: 3–5 years of relevant experience, preferably in an NGO or development organization
Qualification: B. Com / M. Com / MBA (Finance) or equivalent qualification

1. Job Purpose

To maintain accurate financial records, manage day-to-day accounting activities, support project-wise financial reporting, and ensure compliance with organizational financial policies, donor requirements, and applicable statutory regulations.

2. Key Roles and Responsibilities

- Maintain books of accounts, ledgers, vouchers, and bank reconciliation records.
- Record financial transactions and verify bills, invoices, and payment documents.
- Maintain project-wise accounts and monitor expenditure against approved budgets.
- Process vendor payments, staff reimbursements, travel advances, and expense claims.
- Assist in preparing financial statements, donor reports, utilization certificates, and audit documentation.
- Support applicable statutory compliance, including TDS, Professional Tax, EPF, and ESIC.
- Coordinate with HR for payroll accounting, salary payments, and employee reimbursements.
- Maintain organized financial records and ensure compliance with the Finance and Accounts Policy.

3. Required Skills

- Knowledge of accounting principles, NGO accounting, and financial documentation.
- Proficiency in Tally or similar accounting software and MS Excel.
- Understanding of taxation, statutory compliance, and donor reporting.
- Strong numerical, analytical, organizational, and communication skills.
- High integrity, accuracy, accountability, and confidentiality.