

<b><u>JOB TITLE</u></b>	<b><u>MANAGER - ACCOUNTS</u></b>
<b><u>REPORTING TO</u></b>	<b><u>DIRECTOR</u></b>
<b><u>DEPARTMENT</u></b>	<b><u>FINANCE &amp; ACCOUNTS</u></b>

### **Key Responsibilities**

#### **Accounting**

1. Preparation of financial statements.
2. Maintain accurate and up-to-date financial records,
3. Process accounts payable and receivable,
4. Reconcile bank statements,
5. Budget preparation and monitoring,
6. Data entry of transactions in the Accounting Software (Tally ERP, Zoho Books)
7. Support the annual audit process.
8. Ensure compliance with financial policies and procedures

#### **Documentation and Reporting**

9. Timely deduction and deposit of PF, TDS and gratuity payments.
10. Compiling data for the filing of PF and TDS returns.
11. Maintain records for staff under 12BB of the Income Tax Act and generated Forms 16 and 16A.

#### **Donor Data Management**

12. Donation data are updated on CRM & receipts are generated on time and shared with Donors.

### **QUALIFICATION**

1. Associate's degree in Accounting, Finance, or related field (Bachelor's degree preferred).
2. Minimum of 3-4 years of experience in managing accounting , preferably in a non-profit setting for domestic C FCRA donors.
3. Must have proficiency in accounting software (e.g., Tally ERP, Zoho Books) and Microsoft Excel.
4. Strong analytical and problem-solving skills.

### **TERMS OF EMPLOYMENT**

- Full Time Position.
- CTC: 6.21 – 7.41 Lakhs per Annum

**Interested candidate please share your cv at:**

[contact@pmspl.net.in](mailto:contact@pmspl.net.in)

