

Announcement for the post of Accountant in MVDA

About organization:

Mount Valley Development Association is a voluntary and secular organization founded in 1995 by local youths and has its philosophical roots in Sarvodya Andolan (a revolution for universal upliftment). MVDA started its work with the vision to eradicate poverty through development of sustainable livelihoods, promote good governance through social harmony, minimize social discrimination, cater the quality education of children and develop entrepreneurship to minimize migration of youths from the rural mountain villages. Initially MVDA focused on empowering women and youths in the isolated mountain communities of Bhilangana Valley –Tehri Garhwal. Moving forward MVDA began to tackle community infrastructural need such as improving education, livelihood and revamping local self-governance, natural resource management and sustainable development. Previously, little attention was given to resolving mountain specific development problems, however, today there is widespread awareness and commitment. Among the mountain people themselves, there is a revolution of rising expectations and awareness after centuries of isolation.

MVDA have been working with various Governmental, Corporate Social Responsibility and International funding agencies like- ITC , Action Aid, American India Foundation, Oxfam India, SRTT, SDTT, NABARD, CAPART, IGSSS, PSI, STAR India, IMPACT, Room to Read, IFAD , UCMI , UK Government, Himmatthan Societies, Forest Department , Uttarakhand, World Food Programme etc.

MVDA is registered under Society Registration Act 1860, Foreign Contribution Regulation Act. 1976 and Income Tax Act.

Presently MVDA is working with nearly 8000 families reaching over 32000 populace and formed 780 Self Help Groups (SHGs) and 189 other working groups in the difficult mountainous terrain in Tehri, Uttarkashi, Rudraprayag, Haridwar districts and plain areas in Dehradun, Saharanpur. MVDA's operation covers a span of more than 200 villages of 8 districts in Uttarakhand, Uttar Pradesh and Punjab. MVDA have also initiated registering of 03 Women federations.

Position Title

Accountant

Location:

Ghansali, TehriGarhwal

Last date for applying

20th June, 2016

The Ideal Candidate should be:

- Hold a Post Graduate degree in Commerce and accounts (M.Com preferably);
- Should have at least 5-7years' experience in the management of financial systems and budgets, financial reporting, financial data analysis, auditing, taxation and providing financial advice;
- Good knowledge of computer - Windows & Microsoft Office applications (Outlook, Word, Excel)

Knowledge:

- Computerized accounting programs;
- Accounts payable and accounts receivables;
- Preparation of financial statements;
- Office administration;
- Computer skills including the ability to operate computerized accounting, spreadsheet and word-processing programs at a highly proficient level;

Salary:

30000-35000

Position summary

The accountant is responsible for preparing financial statements, maintaining cash controls, preparing the payroll and personnel administration, purchasing, maintaining accounts payable and managing office operations.

Duties and Responsibilities:

- Ensure outlined procedures in the Finance Policy are adhered to while making any payments (or) receiving funds.
- Processes payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
- Compile and analyze financial information to prepare financial statements including monthly and annual accounts;
- Maintain filing systems for accounting documents and vouchers
- Process and account for travel advances and related expense claims.
- Assist in processing field financial reports and produce relevant reconciliations.
- Perform bank reconciliations for head office accounts and analyze and also prepare monthly review of bank reconciliations of field accounts.

- Ensure proper files, both hard and soft copies, are maintained to support all transactions processed.
- Ensure legal payments such as TDS, Provident Fund, as applicable are paid in time and the reports pertaining to them are submitted on time.
- Ensure accurate and timely monthly, quarterly and year end close processes;
- Resolve accounting discrepancies and irregularities
- Administer employee files and records in order to ensure accurate payment of benefits and allowances
- Prepare, review and file payroll summaries, journals and reports
- Prepare monthly financial statements
- Maintain the computerized accounting system
- Knowledge of Treating FC fund .(Timely submission of FC 3 Return to Ministry, Quarterly statement of FC fund to Income tax and LIU, submission of FC Balance sheet to Ministry , income tax, Funding and Banks etc.)

Interested candidate can send his and her resume on contact@myda.org.in and can go through our website www.myda.org.in for more information about the organization.

Contact person: Mr. Avtar Singh Negi (Secretary)

Contact number: 08392955511, 09412079206