



Job Announcement: National Democratic Institute (NDI) is currently recruiting Accountant/Finance Officer.

Job brief

We are looking for an ambitious Accountant to provide support to the financial department by managing daily accounting tasks. Preparing financial statements and reporting are a large part of the accountant's day-to-day work. The ideal candidate will be well-versed in accounting principles, Indian Taxation law, FCRA and able to work comfortably with numbers and attention to detail. The goal is to contribute to the efficiency of overall operation of the department and help NDI be fully aware of its financial obligation.

Responsibilities

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable, accounts payable and perform reconciliations
- Assist F&A Manager in all financial related tasks
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Assist with tax audits and tax returns
- Direct internal and external audits to ensure compliance
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist with other accounting projects
- Assist on budget projection

Requirements and skills

- Fresher/Experienced as an accountant
- Excellent organizing abilities with numbers and figures and an analytical judgement
- Great attention to detail
- Excellent Communication Skills: Written and Spoken
- Good understanding of accounting and financial reporting principles and practices
- Excellent knowledge of MS Office specifically Excel and familiarity with relevant computer software (e.g. Quicken)
- Bachelors or Masters in accounting, finance or relevant field

APPLICATIONS: Applicants should send a current resume and cover letter by email, referencing "Accountant/Finance Officer" in the subject line, to the following email: ndihires.tib@ndi.org.