

JOB DESCRIPTION

Position: Accounts Officer
Job Location: Dehradun
Reporting to: Finance Manager
Experience: Person should be a Commerce graduate, 2-3 years prior full-time experience in handling daily accounting functions with experience in handling profiles of NGOs/Trusts and similar preferred.
Details: Full-time position for a minimum of one year. Starting salary: Rs. 23,000 p/m CTC. Waste Warriors is an Equal Opportunities Employer.
Application Procedure: Applications should be submitted via our Google Form. Email applications will not be accepted. Only shortlisted candidates will be contacted for an assignment and 2 rounds of interviews.

Introduction

Waste Warriors is a registered society and non-profit solid waste management NGO, working in Dehradun, Dharamshala, and around the Corbett National Park region. We work through a combination of direct action, public awareness-raising, community engagement initiatives, and long-term partnerships with govt bodies. We are recruiting an Accounts Officer who will support the finance department of Waste Warriors Society.

Duties & Responsibilities of the Accounts Officer

- Supervise all financial reports and pricing on an everyday basis and provide NAV for all investments.
- Administer all accounts and budgets for various departments, perform audits on tax and prepare reports for SEC.
- Coordinate with internal and external auditors and manage the work of all accountants.
- Analyze management performance and oversee efficient working of same.
- Collaborate with accounting and finance team and prepare financial statements on a monthly basis.
- Prepare various financial reports and submit it to regulatory agencies.
- Coordinate with chief financial officer and evaluate all fiscal policies and recommend improvements for programs.
- Manage all communication with investors on various investors and earning releases.
- Analyze potential contracts and mergers and manage all investments for company.
- Administer all accounting functions for acquisition and integration of processes.
- Supervise all functions of Corporate Controller and subsidiaries.



- Maintain records of all data and evaluate it to recommend product improvements.
- Work with investor relations of organization and participate in various meetings for all potential investors.
- Develop and establish all accounting policies for banks.
- Coordinate with internal and external legal advisors and senior bank personnel.
- Adhere to the company's or organisation's financial policies and procedure.

A Successful Candidate Will Possess:

- A degree/diploma in Finance/Accounts with 2-3 years of work experience.
- Great communication skills and a strong quantitative background.
- Along with a proven track record of successfully handling accounts.
- The ideal candidate should be a team player, enjoy working with a variety of clients, and have knowledge of basic accounting functions.
- We also value those who are ready to learn and adapt to a fast-paced work environment.

Key Skills & Attributes:

- Quick learner and quick thinker.
- Strong financial acumen with an attitude towards increasing efficiency and organisational output.
- Understanding of data privacy standards; integrity; honesty; customer-service skills.
- Strong critical thinking and problem-solving skills.
- Strong written, presentation, and listening skills.
- Ability to work under pressure and takes initiative.
- Ability to relate to people at all levels.
- Have a positive and “don’t give up” attitude.

Start Your Application on our Google Form:

www.tinyurl.com/WWJob

For additional information, contact:

Waste Warriors Society

Email: hiring@wastewarriors.org