

# **Accounts & Administration Assistant**



## **Accounts & Administration Assistant**

**Rubaroo**

**Location: Hyderabad (Telangana)**

Rubaroo is a youth development organization that works with young people and educationists, inspiring leadership for social change. Our organization is based in Hyderabad and has been working since 2013. We offer leadership workshops, outbound camps and teacher training programmes to help connect academic learning to the real world. Rubaroo has a team of professionally trained and experienced facilitators who have been working in the field of education for more than 10 years and have an expertise in designing and facilitation of educational workshops and trainings.

Email: [applications@rubaroo.org](mailto:applications@rubaroo.org)

Subject Line: [Job Opening at Rubaroo | Accounts & Administration Assistant](#)

### **Job Profile:**

We are currently looking for an Accountant cum Administrative Incharge based in Hyderabad location with strong accounting knowledge and skills and can also handle other administrative responsibilities of the office.

### **Role and Responsibilities:**

- Managing and reporting against budgets
- Monitoring cash and bank position on daily basis to maintain control over vendor payments
- Handling petty cash and maintaining records of same in Tally ERP 9.
- Maintaining up to date reconciliation of bank, debtors, and creditors & coordinating with them in case of any discrepancies
- Responsible for preparing payroll of employees on monthly basis
- Preparing & monitoring month-end closing reporting by identifying and preparing month on month accruals
- Quarterly and yearly close process of books of accounts with provision entry & ensure that all statutory obligation have been duly meet with preparation of accounts
- Independently handling all the books of accounts up to finalization as per companies Act & Income Tax Act
- Preparing & drafting RTGS, NEFT & other banking operations
- Maintenance of records pertaining to reimbursement of expenses of the employees
- Prepare and send 80Gs before the end of financial year to all donors
- Assist CA to prepare financial statement (viz. trial balance, profit & loss a/c and balance sheet & notes)
- Preparations of cash flow & fund flow statement as per requirement

### **Additional Responsibilities:**

- Providing admin support to the team
- Managing office supplies, documentation and filing
- Liaising with Service Providers for smooth functioning of office, including making orders, payments, and bank work
- Managing travel reservations and hotel accommodation

### **Job Specification:**

- At least 3 years of work experience in accounting and taxation, preferably in a non-profit organization
- Strong working knowledge of MS Office especially advance excel and Tally in accounting
- Deep understanding of accounting laws/acts, banking rules & procedures, TDS, GST and any other statutory requirements
- PG degree in Accounting / Finance

**Remuneration:**

Selected candidate shall be offered a salary commensurate with qualification, experience and skills.

Please email your CV to [applications@rubaroo.org](mailto:applications@rubaroo.org) along with -

- A covering letter describing what has motivated you to apply for the post

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Please include in your CV:

References - Contact details of two people who directly supervised/worked with you in the last 2 years.