



Job description for Accounts Assistant at TIDE office, Bangalore

Summary

TIDE is a development organisation (NGO) that leverages technology for conserving the environment, creating livelihood, and addressing societal issues. TIDE has created and disseminated technology based, innovative livelihood options for rural communities. This job description is for an Accounts Assistant for TIDE's Bangalore office.

Key responsibilities:

- Assist the Finance head in carrying out Finance and Accounts related operations including payments, entries, book-keeping, reports, filing, etc
- Recording Day to day transactions in Tally Software in timely manner
- Carry out monthly process of payroll, reimbursement of employees and settlement of advance
- Ensure all statutory payments such as TDS, Professional Tax, PF as applicable are paid on time and the reports pertaining to them are submitted on time.
- File Quarterly TDS Returns & issue TDS Certificate
- Maintaining Cash book & Bank book
- Provide Accounts head and management with necessary information, documents as and when required

Education & other skills

- Hold a graduate degree in commerce and accounts minimally
- Working knowledge in Tally ERP
- Good knowledge of computer - Windows & Microsoft Office applications (Mail, Outlook, Word, Excel)

Essential attributes

- Honest and trust-worthy
- Fast learner, with knack for using digital solutions for accounts
- Team player
- Good communication skills in English and Kannada

Preferred attributes

- Stays near TIDE office in Sadashivanagar Bangalore for easy commute
- Prior experience in handling accounts

Interested candidates may fill the form [here](https://forms.gle/avyFzx9NpQrKSP6o9) (https://forms.gle/avyFzx9NpQrKSP6o9). Only those candidates who fill the questionnaire will be considered for the job. We will revert if you are shortlisted. Last date for applying is 6th September 2020. The candidate will be in probation for three months and confirmed if performance meets or exceeds expectations.