

We're Hiring: Accounts Officer

Location: Srinagar, Jammu & Kashmir

Organization: JK Developmental Action Group (JK DAG)

Sector: Non-Profit / Social Development

About Us:

JK DAG is a leading non-profit organization dedicated to empowering communities in Jammu & Kashmir through sustainable development initiatives. Our focus areas include skill development, sanitation, women empowerment, and legal aid.

Key Responsibilities

- **Financial Management:** Maintain accurate financial records, process transactions, and manage accounts payable/receivable.
 - **Budgeting & Reporting:** Assist in preparing budgets, monitor expenditures, and generate financial reports.
 - **Compliance & Auditing:** Ensure adherence to accounting standards and regulatory requirements; support internal and external audits.
 - **Grant & Fund Management:** Track and report on grant funds, ensuring proper allocation and usage.
 - **Stakeholder Engagement:** Liaise with donors, partners, and auditors to provide financial information and support.
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Qualifications

- **Education:** Bachelor's degree in Accounting, Finance, or a related field.
 - **Experience:** Minimum of 3 years in accounting or finance roles, preferably within the non-profit sector.
 - **Skills:** Proficiency in accounting software and Microsoft Office Suite; strong analytical and organizational skills.
 - **Knowledge:** Familiarity with non-profit accounting principles and donor reporting requirements.
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Why Join Us?

- Be part of a mission-driven organization making a tangible impact in the community.
- Collaborate with a dedicated team of professionals committed to social change.
- Opportunities for professional growth and development in the non-profit sector.