



CASA WEST ZONE, Mumbai

Vacancy announcement:

Position: Zonal Accountant (Full Time)

Introduction:

Company Details

CASA is a national development and humanitarian organization. Established in 1947, it works for the poorest of poor irrespective of caste, gender and religion. CASA works on issues of education, health, livelihood, women empowerment, climate change and humanitarian response.

- **Location:** CASA Mumbai Office
- **Education:** B.Com/M.Com/MBA(Finance) in any specialization
- **Work:** Full Time
- **Experience:** 5 years or above
- **Position:** 1
- **Remuneration:** Rs.45,000/- CTC per month
- **Reporting to:** Chief Zonal Officer

Job Description

1. Knowledge of ERP
2. Knowledge of Bank Reconciliation
3. Purchase bill / Contractor's bill checking, entries and payment
4. Maintaining Petty Cash book and Imprest A/c
5. Any other work related to Accounts, Finance, Bank, Data Entry
6. Maintaining Fixed Assets Register
7. Checking TDS applicability, GST provision
8. Follow up for approvals and keeping track of agreements
9. Vendor Reconciliation
10. Preparation of Salary, PF, Salary TDS liability
11. Any other work assigned from time to time

If interested kindly apply at below mentioned email id with your updated CV along with the Covering letter mentioning suitability for the mentioned role by 28th May 2023.

Please email your CV to Chief Zonal Officer - thomas@casa-india.org /contact for further information.