



church's auxiliary
for social action

Designation -Accountant

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 Delhi Office
- **Education:** B.Com in any specialization
- **Work:** Full Time
- **Experience:** 0-2 years
- **Position:** 2
- **Remuneration:** Rs.25,000/- per month
- **Reporting to:** Finance Officer

Job Description

- Knowledge of ERP
- Knowledge of Bank Reconciliation
- Purchase bill / Contractor's bill checking, entries and payment
- Maintaining Petty Cash book and Imprest A/c
- Any other work related to Accounts, Finance, Bank, Data Entry
- Maintaining Fixed Assets Register
- Checking TDS applicability, GST provision
- Follow up for approvals and keeping track of agreements
- Vendor Reconciliation
- Preparation of Salary
- 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 30th Sep 2022.

Please email your CV to Finance Officer at deepika@casa-india.org. or call +91 11 25730611 for further information.