



Rythmus Foundation

Job Description

Position Title:	Accounts Officer
Key Responsibility:	- Maintain accurate financial records and ledgers. - Manage accounts payable, receivable, and bank reconciliations. - Process transactions, ensuring policy compliance and proper documentation. - Assist in budget preparation, monitoring, and financial reporting. - Track grant expenses and ensure donor compliance. - Support audit processes and ensure regulatory adherence. - Manage cash flow and update financial systems. - Provide financial support to other departments. - Handle all financial data with confidentiality. - Uphold company policies and maintain professional communication.
Essential Skills	- Strong knowledge of accounting principles and financial regulations. - Experience in accounting/finance, preferably in the NGO sector. - Proficient in financial software (e.g., QuickBooks) and advanced Excel. - Excellent organizational and communication skills. - Ability to work both independently and in a team. - High integrity and discretion with confidential information.
Location	Remote
Qualification	B.Com / M.Com
Experience Required	02 to 03 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote