

## Position Advertisement

Title	Senior Accountant
<b>About Raj Vidya Kender</b>	<p>Raj Vidya Kender (RVK) is a non-profit social organization engaged in disseminating the message of Prem Rawat, about inner contentment and peace, for more than three decades in India and abroad.</p> <p><b>Constitution</b> – Raj Vidya Kender is a sanctuary for bettering a person, where he or she may freely enjoy and understand the gifts of Satsang, Seva and Knowledge. RVK also facilitates ;</p> <ul style="list-style-type: none"> <li>• An individual’s desire not only to find peace within themselves, but to help others find it too.</li> <li>• An individual’s desire to promote the message of their master.</li> </ul>
<b>The Applicant</b>	<p>With a view to reorganize the organization, RVK is looking for <b>Senior Accountant</b> on full time basis who can ensure that the constitution for Raj Vidya Kender is upheld and embodied. Below is the brief summary of role and responsibilities.</p> <ul style="list-style-type: none"> <li>• Overall responsible for Accounts including taxation matters</li> <li>• In-charge of day to day functioning of the Accounts</li> <li>• Prepare monthly information reports for management</li> <li>• Coordinate with auditor for information requirements for audit</li> <li>• Ensure accounting policies, procedures and controls are followed</li> <li>• Plan, organize and delegate work among staff</li> <li>• Prepare and file TDS returns</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Should be a commerce graduate</li> <li>• 4 to 5 years of experience in accounting function</li> <li>• Good understanding of accounting requirements</li> <li>• Working knowledge of Microsoft office (Ms-word, excel )</li> <li>• Familiar with accounting software e.g. Tally</li> <li>• Strong interpersonal and communication skills and the ability to deal with problems as they arise</li> </ul>
<b>Remuneration &amp; Benifits</b>	<ul style="list-style-type: none"> <li>• Gross Annual Package will range from INR 2.5-3.0 Lacs.</li> <li>• Outstation person can be provided with accommodation, food and other facilities.</li> </ul>
<b>Location</b>	RVK, New Delhi, India
<b>Last Date to Respond</b>	<b>30th January 2017</b>
<b>Contact Details</b>	Please mail your CV along with latest photograph at <b>hr@rvk.in</b>
<b>Additional Info</b>	<a href="http://www.rajvidyakender.org">www.rajvidyakender.org</a>