

Position Title: *Accountant*

The Accountant applies principles of accounting to analyze financial information and prepare financial reports.

Responsibilities Include:

- Compiles and analyzes financial information to prepare entries to accounts
- Distributes expenditures, encumbrances, receipts, and receivables according to schedules
- Analyzes financial information detailing assets, liabilities, and capital, and prepares reports to summarize and interpret current and projected company financial position
- Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement
- Determines proper handling of financial transactions and approves transactions within designated limits.

Qualifications Include:

- Degree (B.A.) from four-year college or university; or five years related experience and/or training; or equivalent combination of education and experience. Degree in finance or accounting preferable.
- Strong ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- Computer Skills: Word processing, Spreadsheets, Accounting software, General ledger, Accounts Receivable, Accounts Payable, E-mail.
- Mature, professional, and dependable
- Practising Siddha Yoga for five years or more with a good understanding of and commitment to the practices and path

If you are interested in this seva position, please contact the Gurukula Applications office for a more detailed seva description and an application form. Please see the contact information below:

For students residing in India:

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