

Job Opening: Accounts Officer

Jana Kalyana Samakhya (JKS)

Location: Rayagada, Odisha

Application Deadline: 20th March 2026

About the Organization

Jana Kalyana Samakhya (JKS) is a registered, secular, not-for-profit development organization established in 1991. For over three decades, JKS has been implementing sustainable development initiatives across Northern Andhra Pradesh and Southern Odisha in the areas of livelihoods, education, child rights, health, WASH, and natural resource management.

Position: Accounts Officer

JKS is seeking an experienced **Accounts Officer** to manage the financial and accounting functions of its Child Rights & Education project in Rayagada, Odisha.

Key Roles & Responsibilities

- Manage day-to-day accounting and bookkeeping of project finances.
 - Handle cash transactions, banking operations, and financial documentation.
 - Maintain accurate financial records in Tally.
 - Prepare and submit quarterly financial statements and expenditure reports.
 - Support annual audits and donor financial reporting requirements.
 - Ensure compliance with statutory, legal, and regulatory financial requirements, including FCRA norms.
 - Monitor budget utilization and support financial planning.
 - Coordinate administrative and logistical matters in line with HR and organizational policies.
 - Provide operational financial support for smooth project implementation.
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Qualification & Experience

- B.Com / M.Com (mandatory).
 - Minimum **5 years of prior NGO experience** in accounting and financial management.
 - Strong working knowledge of **Tally** is essential.
 - Well-versed in **FCRA compliance and financial regulations**.
 - Experience in donor-funded or CSR projects preferred.
 - Strong documentation, reporting, and coordination skills.
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Work Location


The position is based in **Rayagada, Odisha**.

Compensation

Salary will be commensurate with qualifications and experience, as per organizational norms.

How to Apply

Interested candidates may send their CV along with details of their last drawn salary to:

 **jkspm2@gmail.com**

Subject Line: *Application for Accounts Officer*

 **Last Date to Apply: 20th March 2026**