



Job Description

Job title – Accounts and Administration Executive; Full time at our Nariman Point, Mumbai office

Number of vacancies - 1

Experience requirements –

- Minimum 3+ years of experience in Accounts and administration/operations

Qualifications –

- Bachelor's in Commerce degree required/ Chartered Accountant
- Ability to work in an entrepreneurial environment
- Should be proficient in MS Office (MS Excel), Tally 9, writing email communication and other online and basic computer applications.
- Independent worker: proactive and responsible, with the ability to learn rapidly and are comfortable with technology.
- Work experience with a CA firm
- Study abroad and/or international living experience preferred but not mandatory

Job description –

Reach Education Pvt. Ltd. is an educational services firm based in Mumbai, India. We are a start-up founded by HBS (MBA'2010) and CMU (Tepper'2003) alum Vibha Kagzi and focus on the higher education space in India.

ReachIvy (www.reachivy.com) is focused on counseling students targeting top-tier schools internationally. The job requires:

1. Must have experience of basic and advanced accounting concepts.
2. Must have work experience of Bank Reconciliation Statement, Sales and Purchase Entries with GST, finalization of books of accounts. preparing Excel MIS reports from Book of Accounts.
3. Must have the knowledge and experience regarding deduction and deposit of TDS, GST, Service Tax, Vat,





etc. along with the preparation and filing of returns of TDS, GST, Service Tax, VAT and any other Taxes.

4. Managing office Petty cash.
5. Liaison with bank and other departments for day-to-day activities.
6. Keep track of due payments and receipts from debtors and creditors and periodical reconciliation of accounts with them.
7. Coordinating with the CA for all accounting, taxation and statutory requirements.
8. Utilities Bill Management and Payment
9. Create and modify documents using Microsoft Office. Should maintain accounts and administration records in appropriate manner
10. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, couriers and filing.
11. Maintain hard copy and electronic filing system.
12. Research, price, and purchase office supplies. Manage vendors for regular supplies.
13. Coordinate and maintain records for any office use or team member.
14. Manage housekeeping staff.
15. Other duties as assigned.

As a full time member of the organisation, you enjoy the following perks -

1. You will be interacting with very high quality individuals in the education space
2. Our events take place in the best venues of the country
3. You have access to personal networks of our team members ie Harvard Business School, Carnegie Mellon, Columbia Univeristy - faculty and alumni
4. As an early member of the team, you shape the foundation and vision of the company
5. You can attend events organized by Harvard Club, Asia Society, FICCI and others since the Founder is a member at these organizations
6. We do not just exist in the virtual space, we change lives!

Compensation –

Will be determined on a case by case basis depending on the individuals skill set and experience. Potential for revenue share. We are very flexible!





To Apply –

Complete this brief form - <http://ow.ly/mVyy302uYfl>

We look forward to hearing from you.

Vibha Kagzi,

CEO & Founder, Reach Education Pvt. Ltd.

