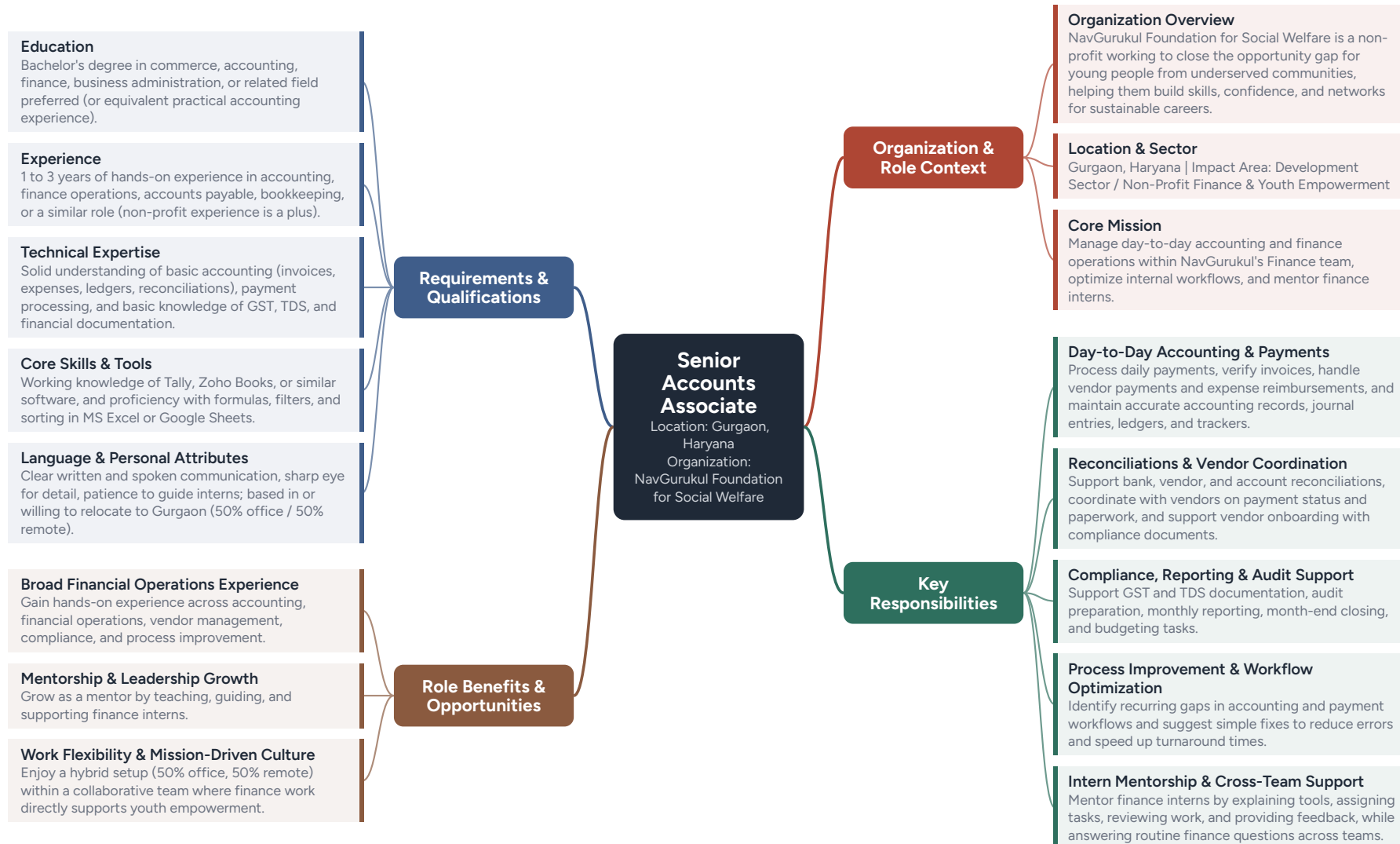


NavGurukul

Senior Accounts Associate in Gurgaon | NavGurukul

Gurgaon, Haryana · full-time · entry level · Competitive

Application Assist →

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Skills this role needs

Accounts payable and invoice processing

Bank and vendor reconciliation

GST and TDS compliance

Tally / Zoho Books

Excel and Google Sheets

Job description

NavGurukul

NavGurukul Foundation for Social Welfare is a nonprofit working to close the opportunity gap for young people from underserved communities. It helps them build the skills, confidence and networks they need to become financially independent and grow careers that matter to them. The team is energetic and collaborative, and it values ownership, empathy, learning and creative problem-solving while keeping the young people it serves at the centre of its work. This role sits within NavGurukul's Finance team, which keeps the money side of its programmes running smoothly.

Role

As Senior Accounts Associate, you will look after NavGurukul's everyday accounting and finance work, from payments and invoices to reimbursements, vendor follow-ups and reconciliations. Beyond routine tasks, you will own finance questions, notice where processes slow down, and work with other teams to make them smoother. You will also guide the finance interns, helping them learn accounting through real work, checking what they do and supporting their growth.

Responsibilities

- Process day-to-day payments, verify invoices, pay vendors and handle expense reimbursements, making sure the right approvals and documents are in place.
- Maintain accurate accounting records, journal entries, ledgers, and payment and expense trackers.
- Support bank, vendor and other account reconciliations, and follow up on pending payments, documents and approvals until they are closed.
- Coordinate with vendors on invoices, payment status and paperwork, and support vendor onboarding by collecting the required finance and compliance documents.
- Answer routine finance questions from internal teams and outside partners, and work with teams to sort out discrepancies and payment issues.
- Support GST and TDS documentation, audit preparation, monthly reporting, month-end closing and budgeting.
- Spot recurring gaps in accounting and payment workflows and suggest simple fixes that reduce errors and speed up turnaround.
- Mentor finance interns by explaining processes and tools, giving them suitable tasks, reviewing their work and offering timely feedback.

Requirements

- A bachelor's degree in commerce, accounting, finance, business administration or a related field is preferred, and strong practical accounting experience may be considered instead.
- 1 to 3 years of hands-on experience in accounting, finance operations, accounts payable, bookkeeping or a similar role, with non-profit experience as a plus.
- A good grasp of basic accounting, including invoices, expenses, ledgers, journal entries, and bank, vendor and ledger reconciliations.
- Experience with payment processing, invoice verification, vendor payments and expense reimbursements.
- Working knowledge of Tally, Zoho Books or similar software, and comfort with formulas, filters and sorting in Excel or Google Sheets.
- A basic understanding of GST, TDS and financial documentation is an advantage.
- Clear and polite written and spoken communication, a sharp eye for detail, and the patience to guide interns and give helpful feedback.

- Based in or willing to relocate to Gurgaon, working from the office half the time and remotely the other half.

Benefits

- Build hands-on experience across accounting, financial operations, vendor management, compliance and process improvement.
- Grow as a mentor by teaching and guiding finance interns.
- Hybrid setup, with half your time in the office and half remote.
- Join a collaborative team where your finance work directly supports programmes for young people.

Apply

Check your fit for the role and receive the apply link in your mailbox

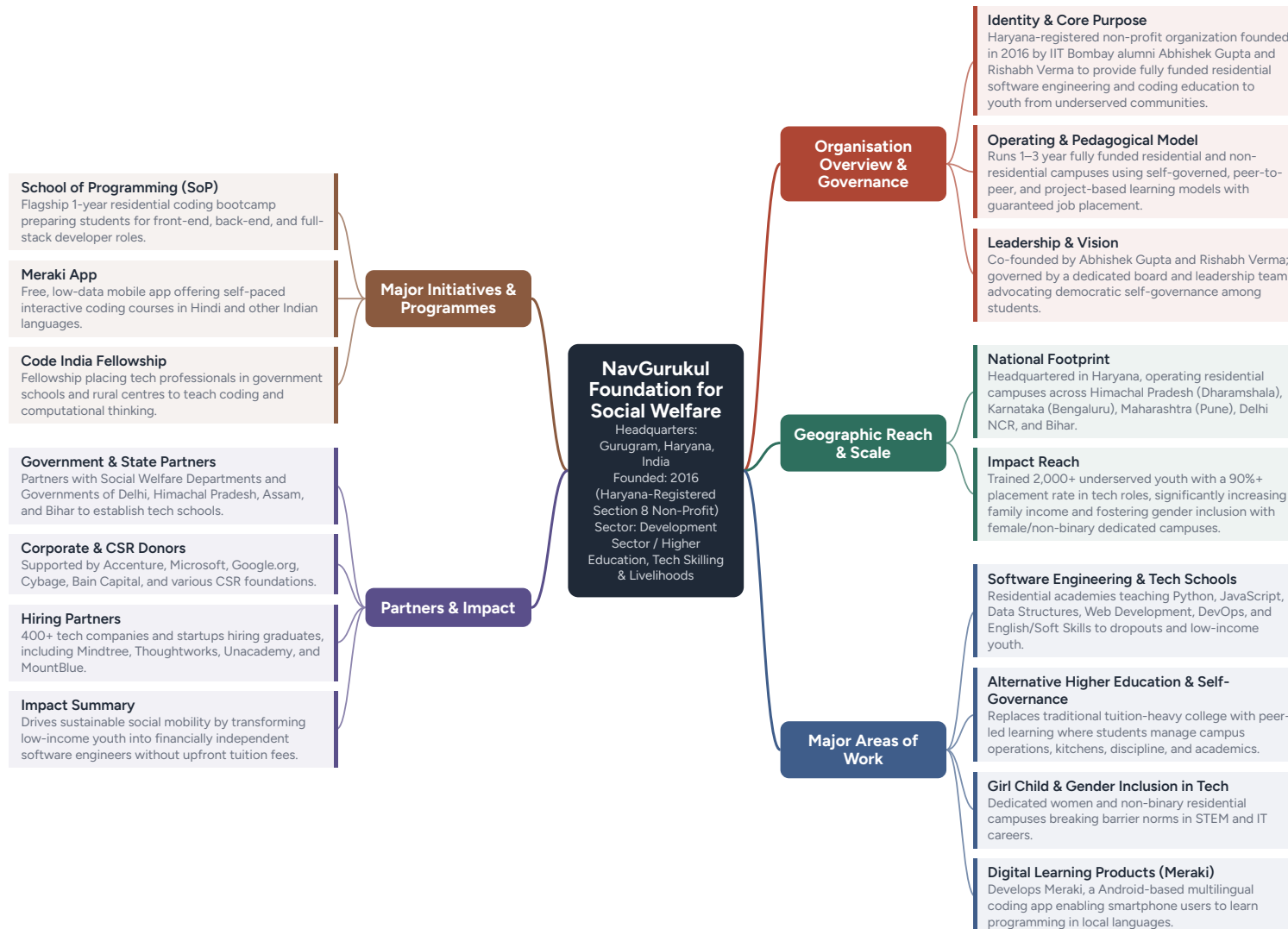
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About the organisation

NavGurukul

Tech Education, Women's Empowerment, Digital Inclusion

navgurukul.org ↗
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About NavGurukul

NavGurukul is a Haryana-registered non-profit working to empower underserved youth, with a strong focus on women and girls, to build meaningful careers in technology. Founded in 2016 and operating across 9 residential campuses in India, NavGurukul offers fully funded, high-quality tech education combined with mentorship, community, and employment pathways. Its alumni base of 1,500+ graduates collectively earns over Rs 50 crore annually, with 70% achieving internship placements at firms including Amazon. NavGurukul's model addresses multiple barriers to tech education simultaneously, including cost, geography, gender, and access to devices, through a portfolio of interconnected initiatives spanning residential campuses, digital learning platforms, AI tools, e-waste repurposing, and career guidance.

Key initiatives include:

Residential Programs: Fully funded residential campuses offering tech education in programming, education, and business streams to underserved youth. Currently home to 1,100+ students across 9 campuses, these programmes have trained over 2,000 engineering students through a Remote Finishing School model, with graduates placed in leading technology companies.

Zuvy: An affordable digital learning platform for women, offering instructor-led tech programmes that bridge gaps in formal education and create pathways to careers in technology.

School of Second Chances (SOSC): A vocational education programme for women survivors of trauma, designed to support rebuilding independence and dignity through practical skills training.

AI Learning Labs: A pedagogical research initiative developing AI tools that help students and teachers use artificial intelligence more effectively in learning environments. Over 30,000 students and teachers have been trained in AI, with 4,000+ schoolchildren leading their own AI projects.

Sama: An e-waste repurposing initiative that refurbishes unused laptops and distributes them to underserved schools, powering digital labs across India. Over 10,000 laptops have been refurbished, reaching 1 million+ school students through 400+ digital labs.

NAVigo: An AI-powered career and life skills guidance tool helping government-school students discover their strengths and explore future pathways through personalised guidance.

State Partnerships: NavGurukul has partnered with state governments to deliver digital literacy training at scale, reaching over 27 lakh ITI students through its curriculum via state-level partnerships.

NavGurukul is a strong fit for professionals who want to work at the intersection of technology, education, and gender equity, contributing to a team that is building genuinely accessible pathways into the tech economy for young people who have historically been locked out of it.

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