



Pratham USA

JOB TITLE: AR Specialist

Overview

Established in 1995 to provide education to children in Mumbai slums, Pratham (which means “first” in Sanskrit) is now one of the largest and most successful non-governmental education organizations in India. Working in collaboration with governments, communities, parents, teachers, and volunteers, we focus on innovative interventions to address gaps in the education system. The clarity of our mission—“every child in school and learning well”—drives our focus to make an impact on the lives of India’s children and extends from our leadership to our team in the field.

With operations in 21 of India's 29 states, Pratham reaches millions of children and youth each year, from Kashmir to Tamil Nadu. Our methods have also spread beyond India's borders through ASER (Annual Status of Education Report), India’s largest citizen-led assessment which has inspired parallel assessments of children's learning in fourteen countries across the world.

What we do

Develop Innovative Programs - Pratham uses outcome-driven programs that reconfigure teaching methodologies and challenge ineffective learning mechanisms. Our strategies focus on results, accountability and continuous learning and improvement.

Build Scalable Models - Pratham's low-cost learning models are rigorously tested and evaluated so they can be easily replicated on a larger scale to provide quality education to every child.

Advocate Change - Pratham’s willingness to take risks, adapt to changing circumstances and look beyond our programs gives us the leverage to create broader change. We amplify our impact by freely sharing information with other nonprofits and using our findings to advocate for large-scale policy changes.

Inspire Action - We engage parents, teachers and government to make learning a community effort. Local volunteers are vetted, trained and monitored to help implement learning interventions at the grassroots level using Pratham’s high-quality teaching materials.



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Pratham USA is a volunteer-driven organization with 13 chapters across the United States that raise awareness and mobilize financial resources for our work on the ground. With a four-star rating (the highest possible) from Charity Navigator, Pratham USA demonstrates accountability and transparency as a non profit organization. More information about Pratham USA can be found here: [|Pratham USA](#)

Job Description

Pratham USA is seeking a highly organized and detail-oriented Accounts Receivable Specialist to join our Accounting team. This critical role requires strong communication skills, the ability to work independently, and a commitment to contributing to our mission. Flexibility and teamwork are essential qualities for success in this position.

Specific Responsibilities

- **Payment Processing:** Accurately prepare, post, and validate customer payments and donations in QuickBooks Desktop, ensuring all transactions are recorded in a timely manner.
- **Record Maintenance:** Organize and maintain financial files and records, responding promptly to information requests.
- **Operational Support:** Provide support for ongoing accounting operations, assisting with various tasks as needed.
- **General Duties:** Perform additional duties as required to support the Accounting team and the organization's objectives.

Required Skills and Competencies

- **Education:** Bachelors degree in Accounting, or equivalent job experience.
- **Experience:** At least two years of experience with QuickBooks Desktop, or similar platform particularly in Accounts Receivable.
- **Skills:** Proficiency in Excel and Word is essential. Familiarity with Salesforce is a plus.
- **Preferred Experience:** Candidates with experience in the non-profit sector will be given preference.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.



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- Ability to work independently and as part of a team.
- Strong verbal and written communication skills.

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Compensation

The position is full-time with competitive compensation and benefits commensurate with the India market in the social impact field.

Location and Travel

This is a remote role based in India - which will require flexibility to be available US hours as needed.

How to Apply

Email a cover letter describing your qualifications and relevant experience, a resume and salary requirements to hire@prathamusa.org.

Pratham is an equal opportunity employer and encourages people from diverse backgrounds to apply for positions within our organization.

Note: This job will be hired via our organizational partner in India - Pratham USA Learning Solutions, LLC.