

#2989/G, 12th Main Road,
HAL 2nd Stage, Indiranagar,
Bangalore -560 008
Karnataka
+91 - 96869 80181
contact@walnuts.co.in
www.walnuts.co.in

Work With Us!

Job Description: Accounting & Operations Associate

Location(s): Bangalore, Karnataka

About Us:

Walnut Knowledge Solutions Pvt. Ltd. is an educational company that aims to bring about curiosity and awareness among children and adults through the use of questions and storytelling. We are trying to solve primary issues of education such as motivation, general awareness and providing context through our various interventions.

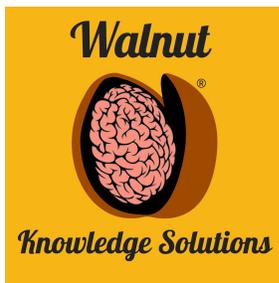
We are currently running our flagship QuizShala program for children across schools in Bangalore, Chennai and Pune. Apart from this, we conduct quizzes for colleges and a range of corporates.

Currently, we are actively looking to expand our offline experience to more schools and corporates. As part of this expansion, we are looking to hire a person for the role described below!

Roles to be Played by New Hire(s):

Accounting:

1. Maintain books of accounts on Quickbooks Online;
2. Manage our Accounts Receivable and Payable process;
3. Track payments from customers;
4. Collect payment from overdue clients;
5. Manage our monthly financial closing process;
6. Maintain files for financial statements, bank statements, schedule for fixed assets, investor presentations and meeting minutes;
7. Interface with our accountants and auditors;
8. Review monthly transactions in Quickbooks Online;



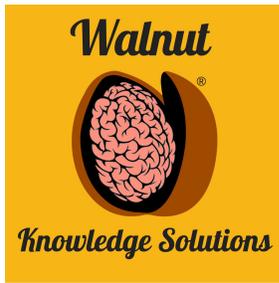
#2989/G, 12th Main Road,
HAL 2nd Stage, Indiranagar,
Bangalore -560 008
Karnataka
+91 - 96869 80181
contact@walnuts.co.in
www.walnuts.co.in

9. Assist with keeping Walnut compliant with Central, state and local tax and filing requirements;
10. Review and obtain appropriate manager approvals for employee expense reimbursement requests;
11. To coordinate all accounting activities associated with the general Ledger including fixed assets, cash and bank balances;
12. Identify risks or opportunities to revenues, cost and profitability and propose appropriate action;
13. Reconcile all accounts as needed;
14. Organize systematically.

Operations:

- 1) Create and manage communication material and reports for participating schools and participants.
- 2) Facilitator management;
- 3) Managing payment trackers for freelance associates;
- 4) Hiring facilitators and quiz masters across the country;
- 5) Scheduling and management of facilitator trainings;
- 6) Maintaining communication and feedback channels with schools, facilitators, participants and their parents;
- 7) Operational assistance for on ground facilitators pre and post programs across cities;
- 8) Obtain feedback from students, schools, parents and other stakeholders.

In addition to the core functions listed above, the new hire would also be expected to work with us on peripheral activities such as marketing, business development and operations.



#2989/G, 12th Main Road,
HAL 2nd Stage, Indiranagar,
Bangalore -560 008
Karnataka
+91 - 96869 80181
contact@walnuts.co.in
www.walnuts.co.in

Qualifications and experience required:

- 1) An undergraduate degree in B.Com is sufficient. CA/ CS aspirants are welcome to apply;
- 2) The applicant should be comfortable with MS Office, Tally and/or Quickbooks;
- 3) Good written and oral communication skills in English;
- 4) Ability to learn quickly on the job and have a problem-solving approach;
- 5) Ability to organize and manage multiple tasks efficiently;
- 6) Strong work ethic and attention to detail.

Above all, the applicant should be passionate and should ideally share our vision for the organization.

Compensation:

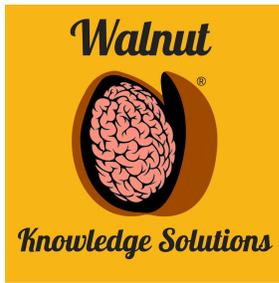
The compensation for the full-time role will be as per the candidate's qualification and experience.

How to Apply:

If you think that you are suited to work with us at Walnut, then write into us at work@walnuts.co.in with:

1. Your qualifications/ updated CV;
2. A short statement of intent;
3. Your contact information.

You can also direct any other queries that you have to the e-mail address listed above.



#2989/G, 12th Main Road,
HAL 2nd Stage, Indiranagar,
Bangalore -560 008
Karnataka
+91 - 96869 80181
contact@walnuts.co.in
www.walnuts.co.in

(More) About Us:

Apart from QuizShala, Walnut Knowledge Solutions has conceptualised and conducted knowledge properties for clients such as the Prajavani Quiz Championship (engaging 12,000 students across Karnataka), Ascendas BizQuiz (engaging employees of over 300 companies across the Ascendas technology parks) and ConQuest (engaging over 1,000 college students across India).

We have also been knowledge partners and conducted quizzes across the IITs, IIMs, BITS, and Symbiosis Law School, among others. While covering general topics like business, culture, and technology, we have also conducted niche quizzes on topics like big data, food, and diversity. We have hosted more than 100 shows so far.

Fun Fact:

Walnut is the first and only organization to conduct a quiz in the Antarctic peninsula and has a Limca Record for the same!

Get Social:

Twitter.com/askwalnut

Facebook.com/walnutknowledgesolutions