

**Position Title:                      General Finance and Purchasing**

Join a great team that computes, classifies, records, and verifies numerical data.

**Responsibilities include:**

- Compiles and sorts documents
- Tracks business transactions
- Totals accounts to ledgers or computer spreadsheets and databases
- Prepares vouchers, invoices, checks, account statements, reports, and other records
- Reconciles general ledger accounts and bank statements
- Audits invoices against purchase orders, and researches discrepancies
- Assists employees, vendors, and clients by answering questions related to accounts, procedures, and services

**Qualifications include:**

- Minimum 5 years Siddha Yoga practice, with an ability to demonstrate a good understanding Siddha Yoga philosophy and culture
- Associate's degree (A.A.) or equivalent from two-year college or technical school; **or** two years related experience and/or training; **or** equivalent combination of education and experience—minimum 2 years finance or purchasing experience preferred
- Ability to read and interpret documents
- Ability to write routine reports, speak effectively, and communicate clearly and in a professional manner
- Ability to calculate figures and to apply basic concepts of algebra
- Ability to solve practical problems
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Computer skills in word processing, spreadsheets, accounting software, general ledger, email

If you are interested in this seva role, please contact the Gurukula office at [Gurukula@syda.org](mailto:Gurukula@syda.org) for a more complete seva description and an application.