



Account Assistant

- **Vacancy for:** 1
- **Posted on:** June 11, 2018
- **Deadline:** June 18, 2018, 11:55 p.m.

Basic Job Information

Job Category : Accounting / Finance
Job Level : Mid Level
Job Location : Baluwatar, Kathmandu, Central Development Region, Nepal
Offered Salary : NRs. 10,000.00 - 20,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than 1 year

Other Specification

- Good Communication skills
 - Candidate should have sound knowledge of accounting
 - High numerical skills and tally
 - Pleasant personality
 - Good Accounting skills
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Job Description

- Preparing receipt, journal and bank payment vouchers
 - Payroll distribution
 - Keeping records of all the expenses
 - Billing and VAT submission.
 - Keeping petty cash book using Tally
 - Analysing, recording and documenting all transactions
 - Adherence with company policies, rules and regulations
 - Preparation and submission of account report to account supervisor
 - All other duties as advised by account head
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Applying Procedure

Apply Link : <https://merojob.com/account-assistant-108/>

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