



## 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

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### Job Specification

Education Level : 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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