



Account Assistant

- **Vacancy for:** 1
- **Posted on:** July 5, 2018
- **Deadline:** July 13, 2018, 11:55 p.m.

Basic Job Information

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

Job Specification

Education Level : Bachelor
Experience Required : More than or equals to 1 year
Professional Skill Required : Driving Licence Of A Two Wheeler Vehicle

Job Description

- Preparation of Accounting Entries; making entries in TALLY ERP software
 - Preparation of Financial Statements as per Accounting Standards
 - Preparation of BANK RECONCILIATION and PARTY RECONCILIATION
 - VAT, TDS, Filing - submission
 - Inward document entry in register
 - Follow-up for Ticketing and Transportation Sales
 - Report NRB monthly
 - PAYROLL Management
 - Receivable / Payable
 - Deal with Party
 - Record Sales file receipt from Bank and Cash receipt
 - Journal Voucher entry; VAT JV and Non-VAT JV (Hotel Bills, Air Ticket Bills, Transportation Bills, etc.)
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Applying Procedure

Apply Link : <https://merojob.com/account-assistant-112/>

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