



## 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

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### Job Specification

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

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### 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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