



Account Assistant

- **Vacancy for:** 1
- **Posted on:** July 18, 2018
- **Deadline:** July 29, 2018, 11:55 p.m.

Basic Job Information

Job Category : Accounting / Finance
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years

Other Specification

- Graduate from a reputed college/university with at least 2-3 years' experience in a related field and should have sound knowledge of accounting software
- Must have knowledge of Accounting software
- Ability to handle accounting transaction

Responsible for maintaining day-to-day accounts of the company and also handling manual and software entry of the transactions. Provide timely report to the Account manager as per the requirement provided. Visit parties & tally statements

Job Description

- Handle all transactions related to accounts
- Create and update expense reports
- Enter financial transactions into internal databases
- Issue invoices to customers and external partners, as needed
- Participate in quarterly and annual audits
- Responsible for maintaining day-to-day accounts of the company and also handling manual and software entry of the transactions. Provide timely report to the Account manager as per the requirement provided
- Visit parties & tally statements

Note: Salary will not be constraints for the right candidates.

Applying Procedure:

Interested candidates can send their application, updated CV, a recent PP sized photo and details of experience along with the expected salary to vacancycement@gmail.com or **P.O.Box No. 24506** within 10 days of publication.

OR,

Applying Procedure

Apply Link : <https://merojob.com/account-assistant-114/>

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