



## Account Assistant

- **Vacancy for:** 1
- **Posted on:** Sept. 23, 2018
- **Deadline:** Sept. 30, 2018, 11:55 p.m.

### Basic Job Information

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

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### Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)  
Experience Required : Less than or equal to 1 year

### Other Specification

- Must have completed their Intermediate Level (Bachelors Degree will be preferable)
  - Freshers may apply but experience will be an added advantage
  - Knowledge of Inventory software or Accounting software will be preferred
  - High accuracy of works
  - Good data entry skills
  - Command over Microsoft Office (Excel, Word etc.)
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### Job Description

- Controlling credit and ensuring debtors pay on time
  - Reconciliation of direct debits and finance accounts
  - Ensuring all payments amounts & records are accurate
  - Preparation of statutory accounts
  - Working with journals, sales & purchase ledgers and spreadsheets
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### Applying Procedure

Apply Link : <https://merojob.com/account-assistant-120/>

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