



## Account Assistant

- **Vacancy for:** 1
- **Posted on:** Nov. 12, 2018
- **Deadline:** Nov. 22, 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 : Not Required

### Other Specification

- Minimum 1 years of working experience
  - Must have knowledge of Accounting software
  - Ability to handle accounting transactions
  - Must have good knowledge of Billing, VAT, TDS, TAX
  - Must have a valid license of two wheeler
- 

### Job Description

- Reconcile invoices and identify discrepancies
- Create and update expense reports
- Process reimbursement forms
- Prepare bank deposits
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Issue invoices to customers and external partners, as needed
- Review and file payroll documents
- Participate in quarterly and annual audits
- Handle/ Maintain the records of job order, sales/ Purchase/ Voucher and journal entries
- Prepare salary and wages sheet monthly
- Reconcile the bank statement
- Petty Cash handling
- Verify and reconcile the tally vendor bills
- Reporting to account manager and payment release

### Applying Procedure:

Interested candidates are requested to send their updated resume along with cover letter to [ndms.acct@gmail.com](mailto:ndms.acct@gmail.com)

***Only shortlisted candidates will be called for further selection process. The Company reserves the right to reject any application without assigning any reason whatsoever. Canvassing at any stage of the process will lead to automatic disqualification.***

**OR,**

---

## Applying Procedure

Apply Link : <https://merojob.com/account-assistant-122/>

Generated By

