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## Account Officer

- **Vacancy for:** 1
- **Posted on:** Dec. 22, 2017
- **Deadline:** Dec. 29, 2017, 5:10 p.m.

### Basic Job Information

Job Category : Accounting / Finance > Account management  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Chitwan, Central Development Region, Nepal  
Offered Salary : Negotiable

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### Job Specification

Education Level : Graduate (Masters)  
Experience Required : More than 1 year

### Other Specification

- Should have accountability Skills
  - Must have good communication Skill
  - Negotiable skill
  - Ability to Work under Pressure
  - Decision Making
  - Time Management
  - Self-motivation
  - Conflict Resolution
  - Leadership
  - Adaptability
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### Job Description

- Prepare financial statements, business plans, commentaries and budgets for management or client reports
  - Review, implement and adopt new and existing financial systems and controls
  - Produce and analyses annual and monthly accounts
  - Provide regular financial reports
  - Maintain Record of day to day Accounting Transactions
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### Applying Procedure

Apply Link : <https://merojob.com/account-officer-178/>

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