



Account Officer

- **Vacancy for:** 2
- **Posted on:** Feb. 7, 2018
- **Deadline:** Feb. 23, 2018, 11:55 p.m.

Basic Job Information

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

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years
Professional Skill Required : Accounting Software, Accounting

Other Specification

- Must have completed Bachelor level in related field
 - Must have at least 2 years of experience in related field
 - Should have good knowledge of accounts and accounting terminologies
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Job Description

- Record general ledger entries and ensure its correctness
 - Handle cash & bank transaction
 - Responsible for the bank reconciliation
 - Responsible for general ledger account reconciliation
 - Ensure timely payment to the vendors and service providers as per the rule of the organization
 - Disbursement of cash according to the verified documents
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Applying Procedure

Apply Link : <https://merojob.com/account-officer-191/>

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