



## Account/Store Officer

- **Vacancy for:** 2
- **Posted on:** Feb. 19, 2018
- **Deadline:** March 1, 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

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 1 year

### Other Specification

- Management Graduate (BBS, BBA with specialization in Accounts/Finance)
  - Sound knowledge of Income Tax Act/Rules, VAT Act/Rules, and other Corporate laws
  - Ability to prepare tax documents and audit documentation will be plus point
  - Familiar with accounting software along with basic idea of Swastik
  - Experience in use of Swastik software shall be plus point
  - Ability to use MS Excel (spreadsheet), MS Word and general accounting package
  - Familiarity with information technology used in current business world
  - Personal vehicle with driving license will be preferred
  - Good reading, writing, communicating and expressing skills
  - Ability to deal stakeholders within or outside the entity
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### Job Description

- Regular Updating of all cash/Bank Transactions, assist in processing and finalization of accounts
  - Checking, Verification of Bills Payable, Preparation of Payment voucher and accounting with proper narration on daily basis
  - Petty Cash handling and reconciliation of cash & bankbooks
  - Regular Coordination and liaison with Banks from time to time
  - Regular update, implementation and generate reports from Financial Module
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### Applying Procedure

Apply Link : <https://merojob.com/account-officer-197/>

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