



Account Officer

- **Vacancy for:** 1
- **Posted on:** March 30, 2018
- **Deadline:** April 9, 2018, 11:55 p.m.

Basic Job Information

Job Category : Accounting / Finance
Job Level : Mid Level
Employment Type : Full Time
Job Location : Naxal, Kathmandu, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years

Other Specification

- Must have completed Bachelors degree in Account/Finance (BBS/MBS)
- Minimum 2 years of experience in Accounts or related role in any company
- Semi Qualified CAs can also apply.

Skills:

- Should have knowledge of MS office package and Account Software (preferred TALLY)
 - Able to work under pressure
 - Good communication skills
 - Ability to handle accounting transaction
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Job Description

- Handle all types of voucher and data entry in accounting software
- Handling correspondence with client
- Reconciliation of Accounts with client

Applying Procedure:

Interested Candidates must send their CV at email: career@nbsm.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/account-officer-207/>

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