



Account Officer

- **Vacancy for:** 1
- **Posted on:** Aug. 8, 2018
- **Deadline:** Aug. 25, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Accounting / Finance
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Satdobato, Lalitpur
Offered Salary	: NRs. 15,000 - 20,000 Monthly

Job Specification

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

Other Specification

- Bachelor's degree in relevant subject.
- At least 6 months of experience in relevant field
- Sound knowledge of tax filling, VAT, and other Government regulations with regard to a private company and firm.
- Ability to generate report and maintain proper book keeping.
- Ability to work under time constraints.
- Should own a two-wheeler and a valid license

Job Description

Provides financial information to management by analyzing accounting data and preparing reports. Manages Payroll, Invoicing, and other financial transactions.

Responsibilities:

- Takes care of accounts receivables and collections to be made
- Ensures proper disbursement of the transactions
- Visits banks and clients as per the need
- Communicates with clients with regard to the accounting and financial transactions.
- Documents financial transactions by entering account information into the system
- File taxes/VAT on the proper time schedule
- Reconciles financial discrepancies by collecting and analyzing account information
- Maintains financial security by following internal controls
- Prepares payments by verifying documentation, and requesting disbursements
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends
- Maintains customer confidence and protects operations by keeping financial information confidential
- Accomplishes the result by performing the duty
- Contributes to team effort by accomplishing related results as needed

Applying Procedure

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