



Account Officer

- **Vacancy for:** 1
- **Posted on:** Oct. 31, 2018
- **Deadline:** Nov. 15, 2018, 6 p.m.

Basic Job Information

Job Category : Accounting / Finance > Corporate accounting, External audit, Financial Control, Internal audit, Tax accounting
Job Level : Mid Level
Employment Type : Full Time
Job Location : Dashrathchand Marg, Baluwatar, Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Bachelor
Experience Required : More than 1 year
Professional Skill Required : Reporting, Accounting Skills, Computer Literacy, Accuracy

Other Specification

- Knowledge of Taxation Laws of Government of Nepal
 - Thorough Knowledge of Accounting principles
 - Detail Oriented
 - High level of accuracy
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Job Description

- Preparation of Accounting Entries; making entries in TALLY ERP software
 - Preparation of Financial Statements as per Accounting Standards
 - Preparation of BANK RECONCILIATION and PARTY RECONCILIATION
 - VAT, TDS, Filing - submission
 - Inward document entry in register
 - Follow-up for Ticketing and Transportation Sales
 - Report NRB monthly
 - PAYROLL Management
 - Receivable / Payable
 - Deal with Party
 - Record Sales file receipt from Bank and Cash receipt
 - Journal Voucher entry; VAT JV and Non-VAT JV (Hotel Bills, Air Ticket Bills, Transportation Bills, etc.)
 - Prepare monthly cash flow reports and other financial reports as and when asked by the management.
 - Other accounting duties as assigned by the management
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Applying Procedure

Apply Link : <https://merojob.com/account-officer-258/>

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