



## Account Officer

- **Vacancy for:** 3
- **Posted on:** Dec. 2, 2018
- **Deadline:** Dec. 13, 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 2 years

### Other Specification

- University education Bachelor's Degree in Finance or Account
  - At least two years of accounting experience in related field with proven skills in Accounting
  - In depth knowledge of accounting principles
  - Expert user of accounting software and its operations (Specially in Tally)
  - Knowledge of VAT, TDS and other taxes is must
  - Excellent understanding of the financial reporting and general ledger structure
  - Highly proficiency in the use of MS Excel and MS word application Personality requirements and skills
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### Job Description

- Prepare and maintain daily accounts and make entries into the accounting system
  - Prepare financial statements on conformity with Nepal Financial Reporting Statements in all material respects
  - Prepare Periodic (quarterly, semiannual and annual) Financial Reports, income statement and balance sheets
  - Maintain books of accounts as per VAT Act and Rules; purchase book and sales book for the company
  - Take appropriate measures to comply withholding requirement submission of VAT returns and relevant compliances as required in income Tax TDS, VAT and retirement contribution
  - Perform any other duties as assigned by concerned authority
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### Applying Procedure

Apply Link : <https://merojob.com/account-officer-268/>

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