



## Account Officer

- **Vacancy for:** 6
- **Posted on:** Dec. 5, 2018
- **Deadline:** Dec. 13, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Accounting / Finance > Collection, Corporate finance, Credit review/analysis, Internal audit, Tax accounting
Job Level	: Entry 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 2 years
Professional Skill Required	: Taxation, Tally ERP9, Communication

### Other Specification

- Must have completed Bachelor level in related field
  - Must have at least 2 years of experience in related field
  - Should have good knowledge of accounts and accounting terminologies
  - Must have 2 wheeler with valid license
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### Job Description

- Document financial transactions by analyzing documents and raising vouchers along the knowledge of taxation systems
  - Preparation of Vouchers and entry into the system while complying with government policy by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
  - Handle general account queries, check invoices for inaccuracies and budgeting, Finance Planning, Handling Tax matters, annual budget preparation
  - Prepares special financial reports by collecting, analyzing, and summarizing account information and trends, Contact clients about invoices that are past due while maintaining records of business costs, such as labor & material
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### Applying Procedure

Apply Link : <https://merojob.com/account-officer-271/>

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