



Account Officer

- **Vacancy for:** 5
- **Posted on:** July 1, 2017
- **Deadline:** July 31, 2017, midnight

Basic Job Information

Job Category : Accounting / Finance
Job Level : mid
Offered Salary : None

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- At least 5 years of experience in the related field
 - Self motivated and enthusiastic
 - Smart and good personality
 - Ability to work under pressure and time management skill
 - Good knowledge of accounting software and MS office
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Job Description

- Establish and enforce proper accounting methods, policies and principles
 - Handle all accounting transaction
 - Prepare day book, journal voucher and ledger
 - Analyze and review incomes and expenditures
 - Reporting to higher level management when required
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Applying Procedure

Apply Link : <https://merojob.com/account-officer-9/>

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