



## Accountant

- **Vacancy for:** 3
- **Posted on:** Sept. 17, 2018
- **Deadline:** Sept. 27, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Accounting / Finance  
Job Level : Mid Level  
Job Location : Lalitpur, Nepal  
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

- Must have completed Bachelor's Degree with minimum 2 years of working experience in service accounting, preferably
  - Must have knowledge of auditing practices and principles
  - Should have knowledge of VAT and TAX
  - Should possed Good communication and written skills as well as presentation and listening skills
  - Ability to trouble-shoot and kind of complex account related problem
  - Should be able to use Accounting Software
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### Job Description

- Prepare profit and loss statements and monthly closing and cost accounting reports
  - Establish, maintain, and coordinate the implementation of accounting and accounting control procedures
  - Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents
  - Interact with external and internal auditors in completing audits
  - Must keep record of day to day transaction, prepare periodic reports and report to head office
  - Coordinate with other departments for effective service delivery
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### Applying Procedure

Apply Link : <https://merojob.com/accountant-1087/>

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