



Accountant

- **Vacancy for:** 1
- **Posted on:** Sept. 25, 2018
- **Deadline:** Oct. 26, 2018, 11:55 p.m.

Basic Job Information

Job Category : Accounting / Finance
Job Level : Mid Level
Employment Type : Full Time
Job Location : Uttardhoka Sadak, Kathmandu, Nepal
Offered Salary : NRs. 20,000.00 - 25,000.00 Monthly

Job Specification

Education Level : Bachelor
Experience Required : More than or equals to 1 year
Professional Skill Required : Budget, Finance, Tally, Microsoft Excel, Banking

Other Specification

- Must have completed Bachelor's Degree
 - Proven working experience as a cost accountant or in a relevant field
 - Thorough knowledge of accounting and corporate finance principles and procedures
 - Excellent accounting software user
 - Strong attention to detail and confidentiality
 - Advanced degree in Accounting
 - Candidates age above 27-35 years preferred
 - Driving License with vehicle preferred
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Job Description

- Manage all accounting operations based on accounting principles
 - Prepare budget and financial forecasts
 - Publish financial statements in time
 - Conduct month-end and year-end close process
 - Collect, analyze and summarize account information
 - Compute taxes and prepare tax returns, balance sheet, profit/loss statement etc
 - Develop periodic reports for management
 - Audit financial transactions and document accounting control procedures
 - Keep information confidential and secure them with random database backups
 - Keep up with financial policies, regulation and legislation
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Applying Procedure

Apply Link : <https://merojob.com/accountant-1104/>

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