



## 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

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 1 year  
Professional Skill Required : Banking, Finance, Budgeting, MS Excel, Tally Accounting Software

### 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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