



Accountant

- **Vacancy for:** 1
- **Posted on:** Oct. 22, 2018
- **Deadline:** Nov. 22, 2018, 11:55 p.m.

Basic Job Information

Job Category : Accounting / Finance > Accounts, Account management
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kuleshwor, Kathmandu, Central Development Region
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 1 year

Other Specification

- Should have experience in accounts
 - Good knowledge of basic computer application i.e. MS Excel, MS Word and computerize accounting system like Tally
 - Strong time management skills and ability to work under tight deadlines
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Job Description

- Maintains financial records
 - Provides financial status information
 - Maintains general ledger accounts
 - Secures financial information by completing database backups; keeping information confidential
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Applying Procedure

Interested candidates are requested to submit their updated resume to info@dvgroupnp.com

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