



## Accountant

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

### Basic Job Information

Job Category : Accounting / Finance  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 3 years

### Other Specification

- Must have completed BBS / BBA
  - Must have more than or equal to 3 years (preference will be given to the candidate having experience on the food and beverage industries)
  - Good moral character and determinations towards work
  - High personal enthusiasm
  - Good knowledge of basic computer application i.e. MS Excel, MS Word and computerized accounting system like Tally
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### Job Description

- To ensure checking & entry of all receipt, payment & journal voucher with proper supporting documents as per financial procedures
  - Perform bank reconciliation on a regular basis
  - Manage all accounting operations based on accounting principles
  - Review and finalize salary sheet in compliance with policy and contract paper, and transfer salary
  - To ensure proper documentation and filing
  - Ensure compliance with the Income-tax Act, Vat act, companies law and other relevant laws
  - Monthly Vat Return, TDS return filing and payment of same on time
  - Liaison with tax offices, banks, vendors and other relevant parties
  - Prepare periodical reports i.e. profit and loss, cash flow statements, balance sheet etc for the management
  - Keep up with accounting/financial policies, regulation and legislation as approved by the management
  - Chasing late payments, reporting bad and keeping a careful eye on the cash flow
  - Recording sales and purchasing transactions and reporting customers and vendors ageing reports
  - Handle all transaction related to accounts
  - Prepare and review budget, revenue, expenses, payroll entries, invoice and other accounting documents
  - To check & disburse petty cash expenses & party/vendor payment on stipulated time
  - Complete internal & external audit by analyzing and scheduling general ledger accounts; providing information for auditors
  - Coordinate with other departments to ensure the payment by the customers
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## Applying Procedure

Apply Link : <https://merojob.com/accountant-1124/>

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