



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

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

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

Applying Procedure

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

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