



Accountant

- **Vacancy for:** 1
- **Posted on:** Oct. 30, 2018
- **Deadline:** Nov. 30, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Accounting / Finance
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: Kumarigal, Boudhanath, Kathmandu, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level : Graduate (Masters)
Experience Required : Not Required

Other Specification

Professional skill required: Proficient English, reporting and analysis, computer and electronics, software and mathematics

Other specification:

- Candidate should have good knowledge in Accounting, Corporate Finance, Reporting Skills, Attention to Detail, Deadline-Oriented, Reporting Research Results, SFAS Rules, Confidentiality, Time Management, Data Entry Management and General Math Skills
- Should have English and Nepali typing skills

Job Description

- Prepares asset, liability, and capital account entries by compiling and analyzing account information
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Substantiates financial transactions by auditing documents
- Maintains accounting controls by preparing and recommending policies and procedures
- Guides accounting clerical staff by coordinating activities and answering questions
- Reconciles financial discrepancies by collecting and analyzing account information
- Secures financial information by completing data base backups
- Maintains financial security by following internal controls
- Prepares payments by verifying documentation, and requesting disbursements
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends
- Budgeting, Finance Planning, Handling Tax matters, annual budget preparation
- Follow-up on Taxation, Provident Fund, Gratuity and other statutory compliances
- Project-related financial planning, follow up with funding agencies, submission of compliance and financial reports in accordance with organization and donor agencies' financial rules and regulations
- Developing Short-term, Medium-term & Long-term Financial Planning for the organization
- Processing of whole complex routine personnel forms such as attendance records and leave reports with all entitlements of the staff
- Undertake other duties as requested by the Project Coordinator/Manager, executive director and executive board
- Ensuring Uniform Charter of Accounts for the Organization
- Monitoring & controlling of monthly, annual project accounts
- Fund management (receipts, payments, cash and bank transactions, cash and fund flow etc)

Note: Applicant are requested to send their expected salary in cover letter

Applying Procedure:

Applicant are requested to send their CV and cover letter via email: artadherence@gmail.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/accountant-1138/>

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