



Accountant

- **Vacancy for:** 2
- **Posted on:** Nov. 30, 2018
- **Deadline:** Dec. 11, 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	: NRs. 17,000 - 25,000 Monthly

Job Specification

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

Other Specification

- Minimum Bachelors Degree in Finance
- 1-2 years Experience in Media and/or Advertising Field / Fresher with learning attitude
- Must Possess own vehicle
- Must be flexible to work odd hours
- Good knowledge of Tally software, Good knowledge of Excel, Accounting, Reporting Skills, Data Entry Management, General Math Skill

Job Description

- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Document financial transactions by entering account information.
- Recommend financial actions by analyzing accounting options
- Summarize Current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Maintain accounting controls by preparing and recommending policies and procedures
- Reconcile financial discrepancies by collecting and analyzing account information
- Secure financial information by completing data base backups
- Maintain financial security by following internal controls
- Prepare payments by verifying documentation, and requesting disbursements
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations
- Prepare special financial reports by collecting, analyzing, and summarizing account information and trends
- Maintains customer confidence and protects operations by keeping financial information confidential
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Accomplishes the result by performing the duty
- Contributes to team effort by accomplishing related results as needed

Applying Procedure

Apply Link : <https://merojob.com/accountant-1180/>

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