



Accountant

- **Vacancy for:** 1
- **Posted on:** Dec. 6, 2018
- **Deadline:** Dec. 16, 2018, 11:55 p.m.

Basic Job Information

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

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Minimum 3 years of experience in the related field (Preference will be given to the candidates having work experience in Travel Agencies)
 - Should be able to use Accounting Software
 - Knowledge of finance, accounting, budgeting and cost control principals including generally accepted accounting principles
 - Should have knowledge of VAT and TAX
 - Excellent in computer application MS Word, MS Excel, MS Access, Tally Accounting Software
 - Self motivated and ability to work under pressure
 - Proficiency in English on both written and spoken
 - Fluent in English/Nepali typing
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Job Description

- Execute day to day accounting related jobs
 - Post data on Tally
 - Prepare TDS & VAT statements and post online on IRD site
 - Reconcile bank and cash statements
 - Prepare necessary reports for the management
 - Prepare reports for tax office and various government offices
 - Assist making final account and balance sheet
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Applying Procedure

Apply Link : <https://merojob.com/accountant-1191/>

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