



## Accountant

- **Vacancy for:** 1
- **Posted on:** Dec. 7, 2018
- **Deadline:** Dec. 17, 2018, 11:55 p.m.

### Basic Job Information

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

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### Job Specification

Education Level : Bachelor  
Experience Required : More than or equals to 2 years

### Other Specification

- Bachelor Degree in BBA/BBS (Having BBA will be preferable)
  - Experience of at least 2 years in a well reputed firm (Experience of Construction Business will be preferable)
  - Strong verbal, written & communication skills in both English and Nepali
  - Independent, having a high team working spirit and able to work under pressure
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### Job Description

Account Officer will overlook all day to day accounting entry of the company along with its associated J.V. Projects.

#### Some of the daily tasks are as follows:-

- Consult with Bank for the issuance of Bank Guarantee and preparing required documents for Guarantee amendment, time extension etc
  - Prepare required document to open the Letter of Credit, manage TR Loan, Hire purchase Loan and proper recordings in Talley
  - To proceed for the vehicle registration on Transportation Office in case of newly purchased vehicle and ownership transferred case
  - Prepare required document for the renewal, time extension and limit approval of credit
  - Manage loan accounts and reconcile bank accounts
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### Applying Procedure

Candidates meeting the above mentioned criteria are requested to apply within **17st Dec 2018** with Resume, Cover letter, Expected salary and other supporting documents in the following email:  
[vacancyatpacificbuilders@gmail.com](mailto:vacancyatpacificbuilders@gmail.com)

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